

Apple III

Apple Writer III

Part II: For Experienced Users



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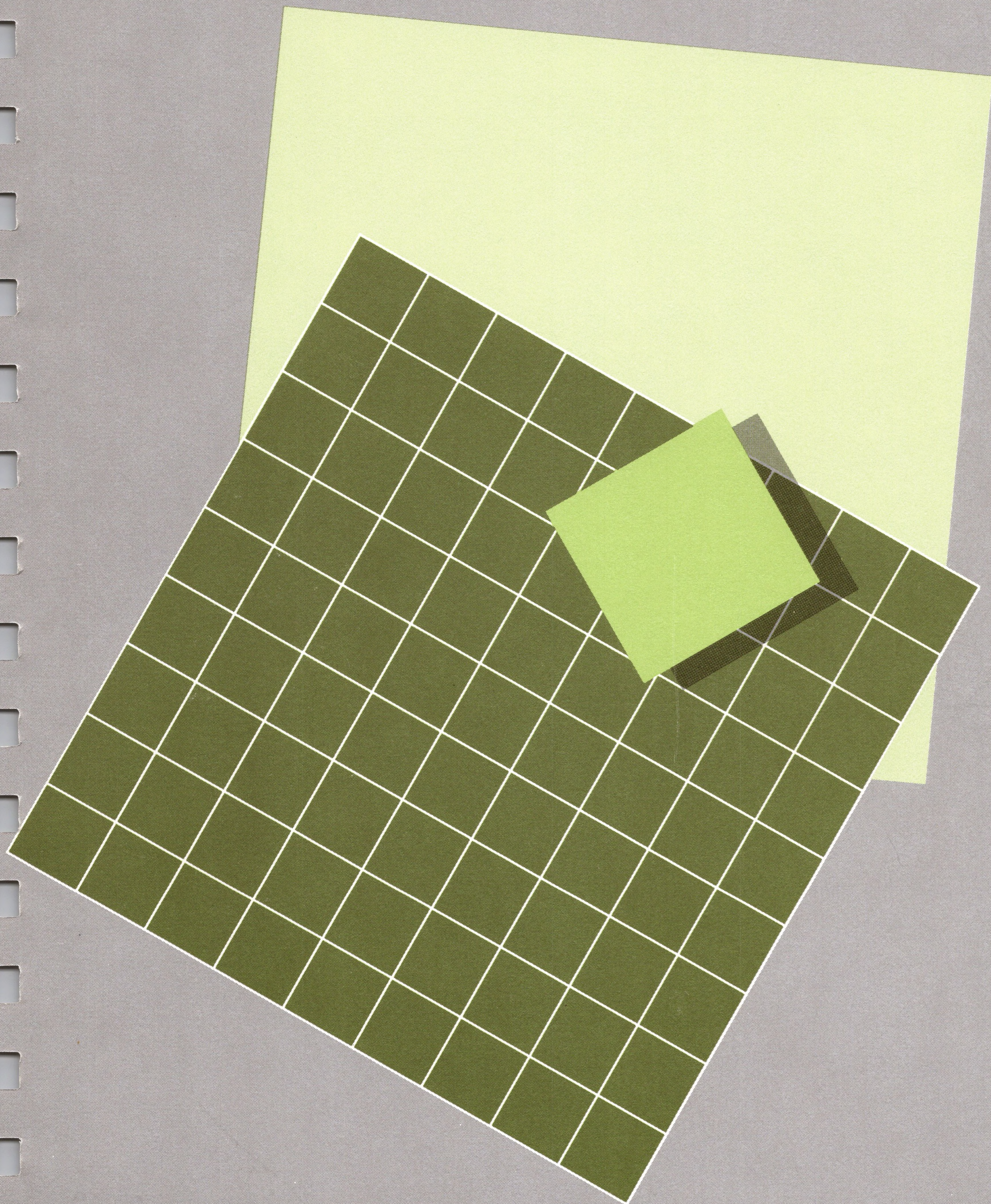
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Apple III

Apple Writer III
Part II: For Experienced Users



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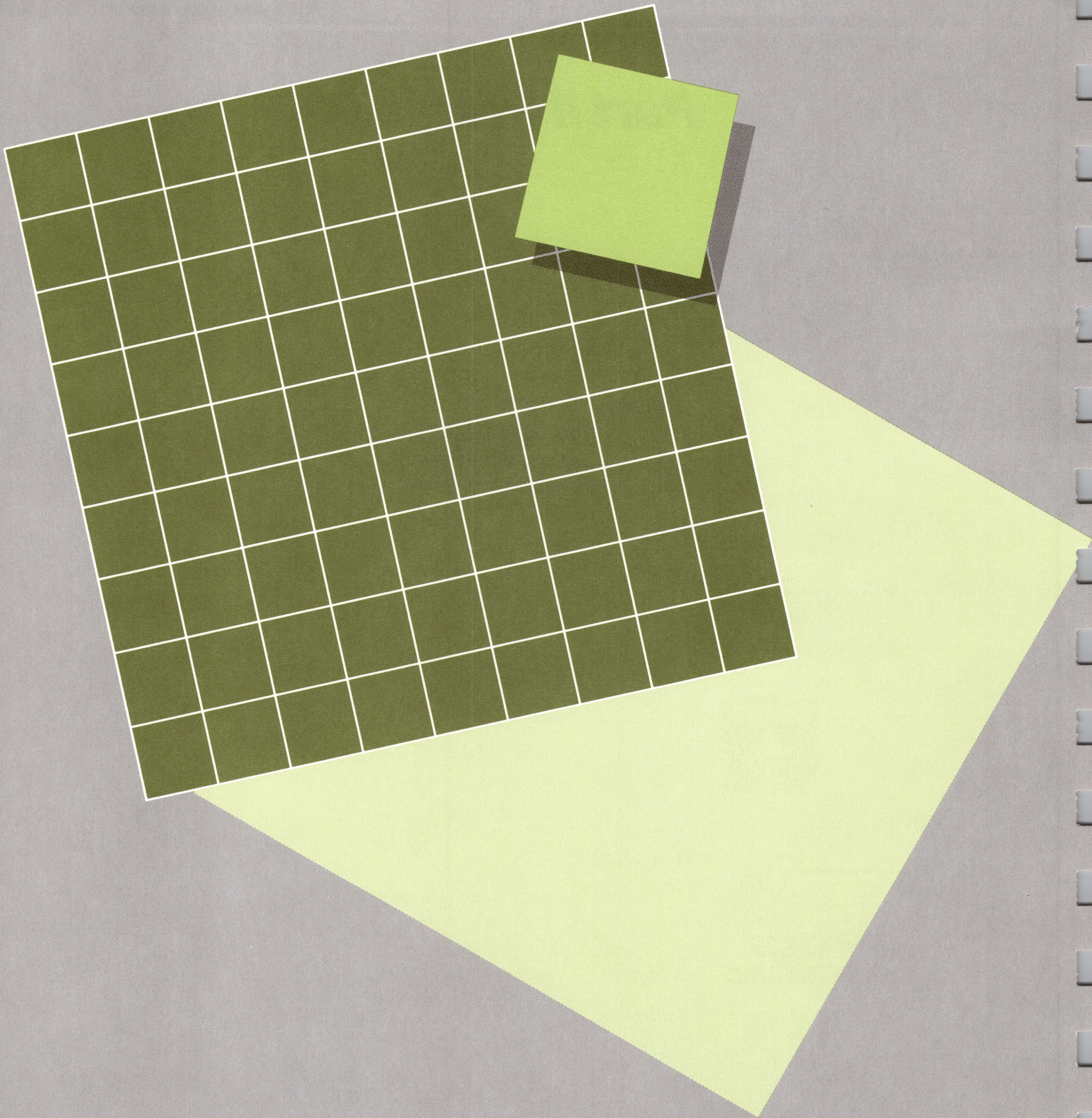
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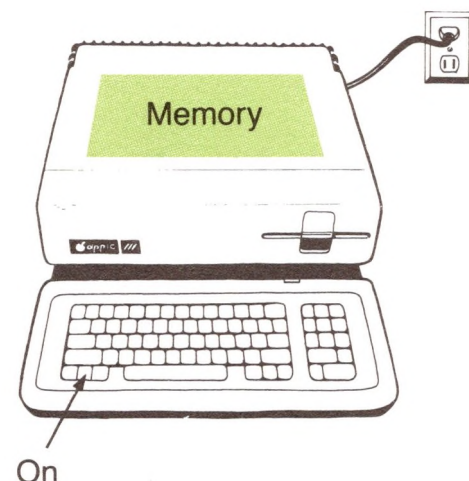


Part II: For Experienced Users

Preface

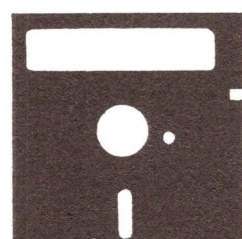
How to Use Part II

This part of the Apple Writer III manual is intended for those who have had previous experience using word processors, or who have completed Part I.



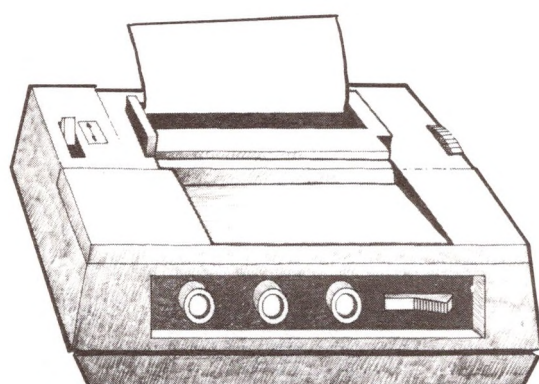
Chapter 3

“Editing” explains all the Apple Writer commands that allow you to edit the document in memory.



Chapter 4

“Managing Files” explains all the Apple Writer commands that save, load, and maintain files.

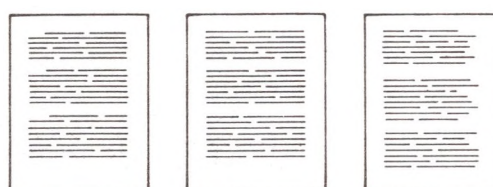


Chapter 5

“Printing” explains what you need to know to print a document.

Chapter 6

“Changing Format” explains all the Apple Writer commands that format documents.



Each chapter is divided into two sections:

- The first tells you what you need to know before you use the chapter’s commands. It gives you important background information.
- The second tells you about the commands. It covers all the information about each command in detail.

Read the section on what you need to know just once, before you start. Then look up the commands you want to know about in the commands section.

In the Commands Section . . .

Commands are grouped by function, with the most common first.

The commands are not in alphabetical order, but in order of function: those used most frequently are first, those used least frequently are last.

For each command, the keys to press are called out in a two-column format, like this

To Do This	Press This
------------	------------

or like this:

To Do This	Press This...Then Type This
------------	-----------------------------

When more than one command is listed, select the one that best suits the task you want to perform. Don't enter all of the commands in sequence!

The main command is followed by its options, and sometimes by an example.

Finally, a few commands end with a section on neat tricks, which tells you how you can use the command to perform short cuts and minor miracles.

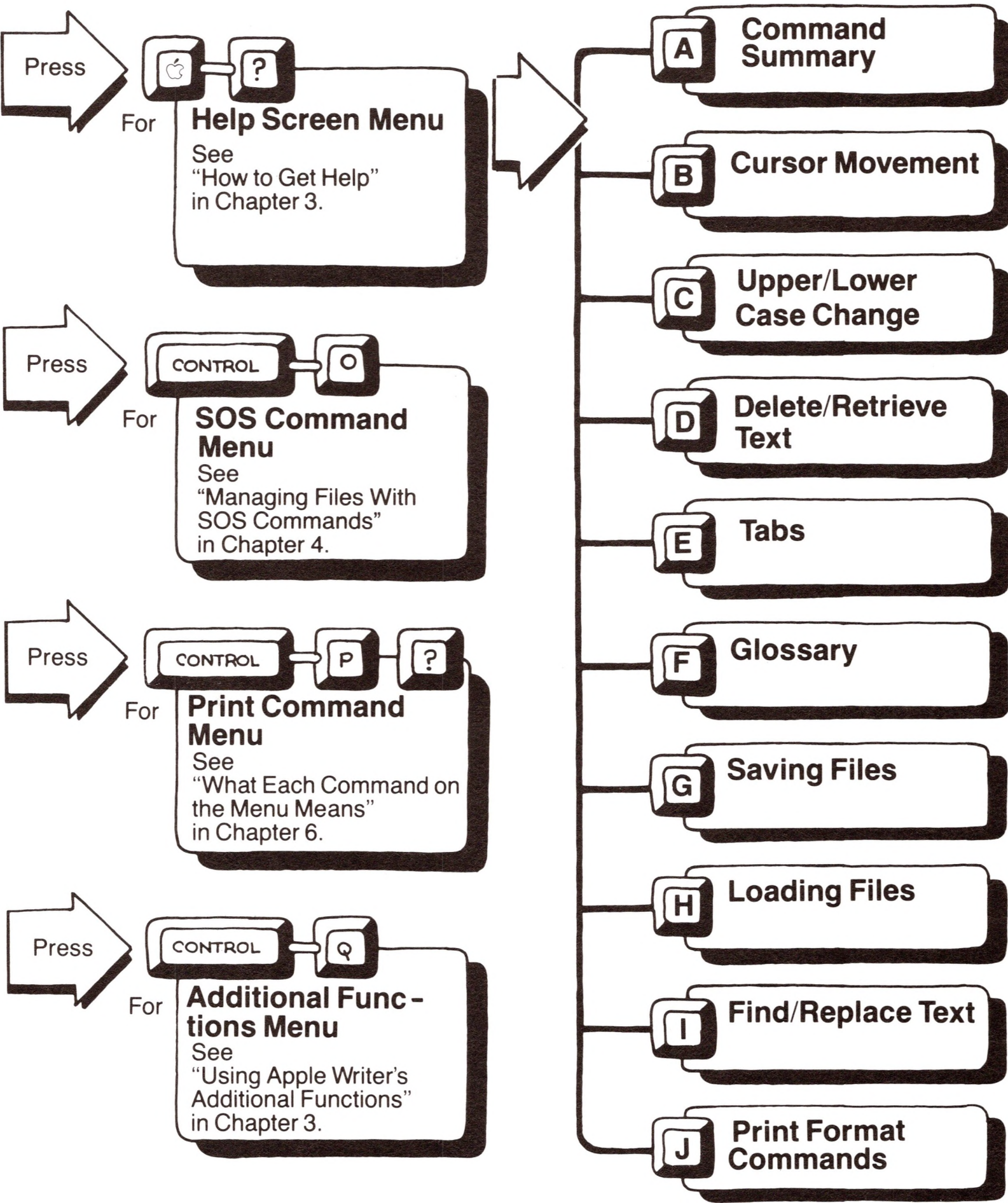
By the Way: There's a distinction between *press* and *type*. You press function keys—such as `RETURN`, `CONTROL`, and `ESCAPE`—which are not shown on the display. You type printable characters—such as *A*, *b*, and *3*—which are shown on the display.

For instance, when we tell you to “press `RETURN`,” we mean “press the single function key,” but if we were to say “type `RETURN`,” we would mean “type each character of the word, *R*, *E*, *T*, *U*, *R*, *N*.”

Diagram of Key Menus

Figure II-1 shows all of Apple Writer's menus, the keys to press to get them, the type of information they cover, and where to look for more information.

Figure II-1. A Menu Roadmap



[] means press **CONTROL** (you do *not* type the brackets).

When you are more familiar with Apple Writer, turn to Appendix C to find out more about using the numeric keypad.

Figure II-1 shows the control characters to press to get each menu. To leave any menu and return to the editing display, press **RETURN**.

In the rest of this manual, control characters are shown in square brackets ([]). The brackets mean that you should hold down **CONTROL** while you press the character, usually a letter, in the brackets. The letter may be typed in upper- or lowercase when you give the command, although it is always shown in uppercase in the menus and in this manual.

A Quick Way to Use Apple Writer

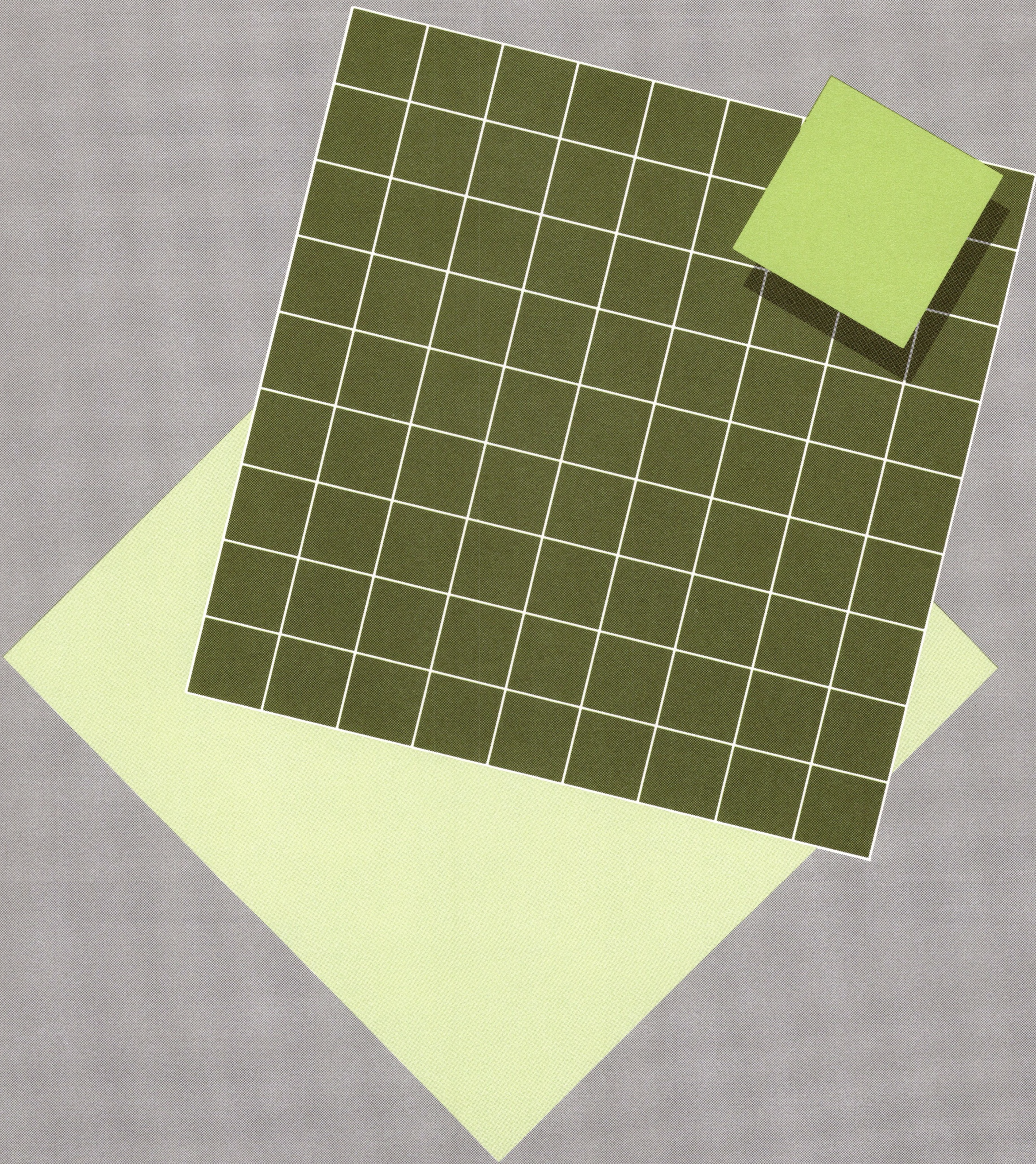
In Part II you'll learn how to use Apple Writer's control-character commands, but there's a quicker way to use Apple Writer: you can issue the same commands from the Apple III's numeric keypad.

Editing

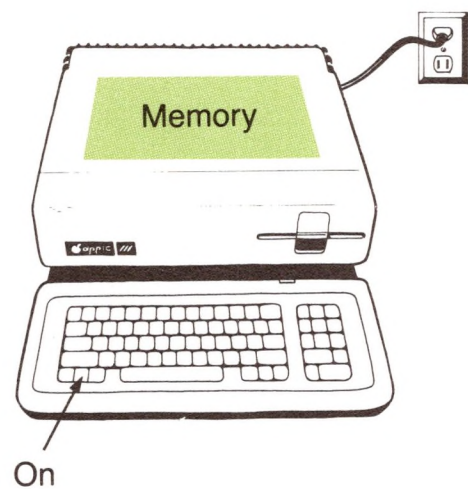
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Editing



This chapter explains the Apple Writer III commands that create and edit a document while it's in memory. If you have not read "How to Use Part II," which immediately precedes this chapter, do so before you begin this chapter.

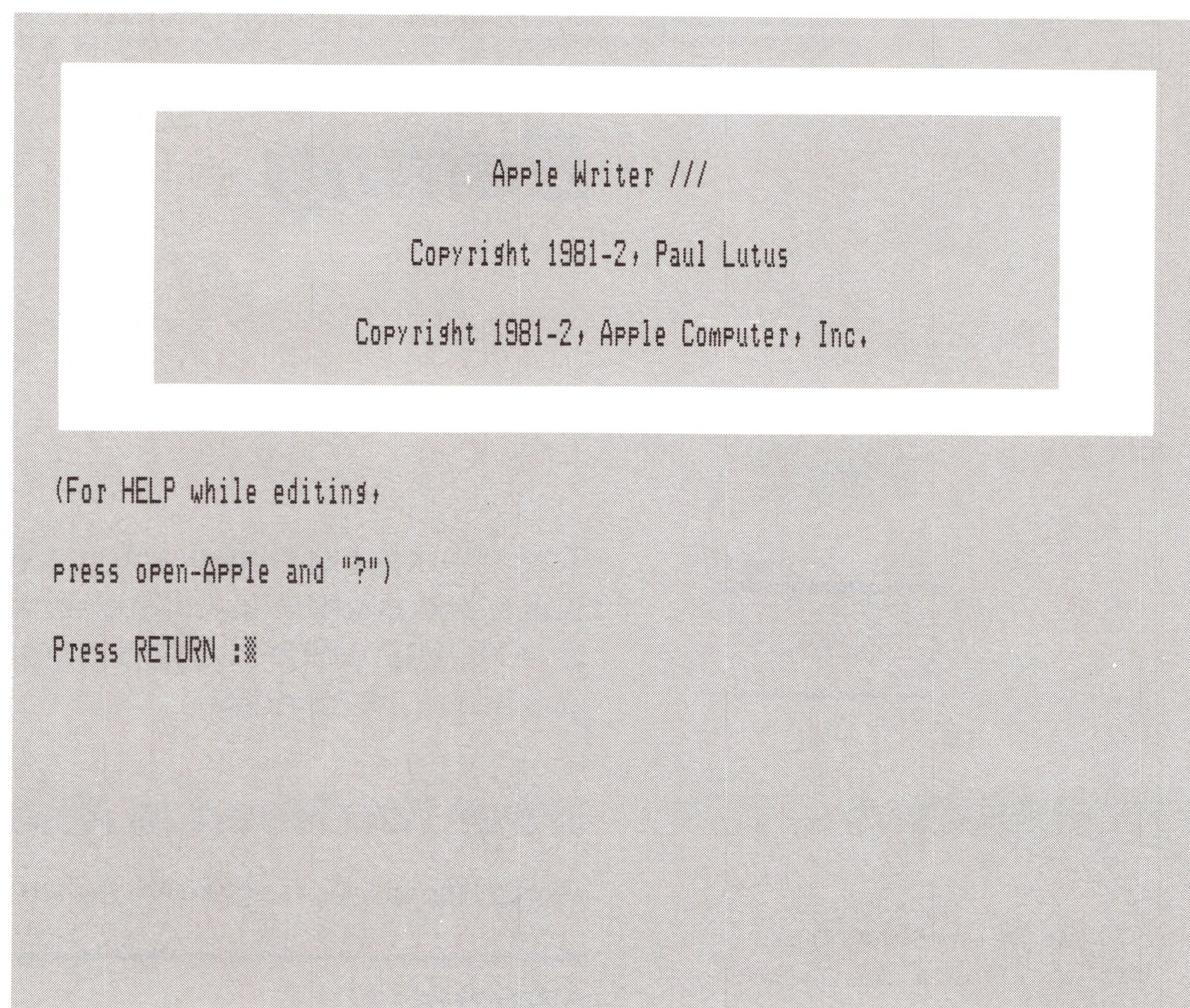
What You Need to Know Before Editing

Read this section carefully before you use the editing commands.

Starting Up

You start up Apple Writer by putting the Apple Writer system disk (the one marked "Apple Writer III Program Master") in the built-in disk drive and turning on the computer's power. When you do this, the Apple Writer III program is loaded into the part of memory that is reserved for it and the display in Figure 3-1 appears.

Figure 3-1. The Opening Display



The **default** setting is the one the computer uses unless you tell it otherwise. That is, it is used by default.

The standard tabs and format are loaded right after start up.

A **buffer** is a part of the computer's memory reserved for a specific purpose. See "How Memory Is Divided" for more information.

When you press **RETURN** from this display, the normal or **default** settings for tab positions and format commands are loaded from the Apple Writer system disk into the tab and print value **buffers**—parts of memory that hold the current tab and format settings.

If you want to, you can modify Apple Writer so that it automatically does these things when you press **RETURN** from the opening display:

- Loads your own tab positions instead of loading the system tab positions. More about this in "Saving Tabs in a File" later in this chapter.
- Loads your own settings of the format commands instead of loading the system settings. More about this in "Saving and Loading a Print Value File" in Chapter 6.
- Runs a Word Processing Language (WPL) program of your choice. More about this in Appendix C and in the *Apple Writer III Word Processing Language* manual.

Because the entire Apple Writer III program resides in memory after you start it up, you don't have to keep the Apple Writer system disk in the built-in drive. If you want to, you can remove that disk and insert your own data disk—that is, any SOS-formatted disk. If you don't know how to format a disk, see “Formatting Disks” in Chapter 4.

There are only four times when the Apple Writer III system disk must be in the built-in drive. They are when you

- start up Apple Writer
- use the help screens (more about these later)
- run the demonstrations covered in Chapter 2 of this manual
- run the WPL programs that are on the Apple Writer system disk.

The Editing Display

In Apple Writer, the display usually shows either the document in memory or a menu. We refer to the display that shows the document in memory as the **editing display** because you can edit text when it is displayed.

When you press **RETURN** from the opening display, the editing display is blank—except for the cursor and a highlighted line of text at the top.

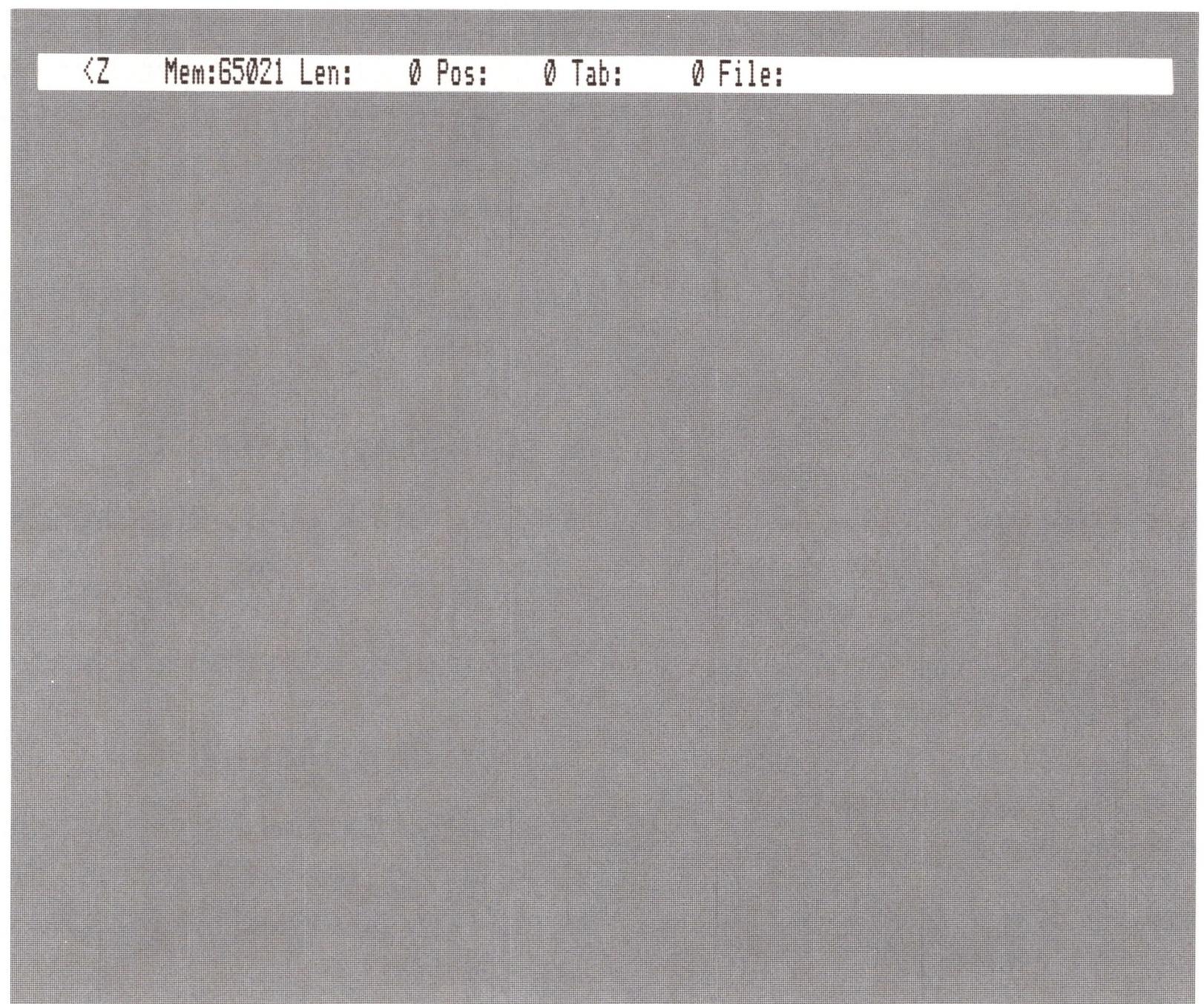
The Data Line

The highlighted line of text at the top of the display is called the **data line**. Figure 3-2 shows the data line—your data line may look slightly different depending on the amount of memory your Apple III has.

The **editing display** shows the document in memory.

The **data line** is the line of information at the top of the display.

Figure 3-2. The Data Line



The first column of the data line shows the direction arrow:

< or > The direction of this arrow determines whether Apple Writer searches forward or backward through a document and whether text is deleted or retrieved. When you start up Apple Writer, the direction arrow points to the left (<).

Sometimes a U or an L appears in the first column of the data line, indicating that case-change mode is turned on. More about this in “Changing Case Automatically” later in this chapter.

The next three columns tell you which options are currently being used. The letter that stands for the option is shown when the option is selected; when the option is not selected, the column is blank.

Z When Z appears in column 2, the word wraparound option is on. Word wraparound means that if a word is too long to fit on the end of a line, the entire word is wrapped around to the beginning of the next line.

When column 2 is blank, the word wraparound option is off. This means that words that are too long are split at the right display edge: part of the word is on one line and part is on the next line.

V V in column 3 means that control-character insertion mode is on. When this mode is on, the control characters that you press are put into the document in memory as if they were text, rather than executed immediately as commands.

When column 3 is blank, control-character insertion mode is off, and the control characters that you type are executed immediately as commands.

R R in column 4 means that replace mode is on. When replace mode is on, characters that you type are written over the current text at the position of the cursor. In other words, the new text that you type replaces the old text in memory.

When column 4 is blank, replace mode is off. Text that you type is inserted into the current text instead of replacing it.

Here's what the other entries on the data line mean:

Mem: Shows how many characters of memory are available for the document in memory.

To estimate the amount of available memory *in pages of printed text*, divide the number of characters shown after Mem: by 2500.

- Len:** Shows the total length, in characters, of the document in memory.
- Pos:** Shows the current cursor position, in number of characters, from the beginning of the document.
- Tab:** Shows the current cursor position, in number of characters, from the last **RETURN**.
- File:** Shows the name of the document in memory.

You can also display the current tab positions on the data line or turn the data line off. To find out more, see “Changing the Data Line” later in this chapter.

Apple Writer Modes

Most of the time when you issue a command in Apple Writer, it performs a single task. Then, when the task is completed, Apple Writer automatically returns to the state it was in before you issued the command.

But a few of Apple Writer’s commands do something different: they cause some of the other keys on the keyboard to take on new meaning—to temporarily be interpreted differently than they were before. Each of these different states of the system is called a **mode**. Even Apple Writer’s normal state—the one it’s in when you’re typing text—is a mode: it’s called **text entry mode**.

In text entry mode

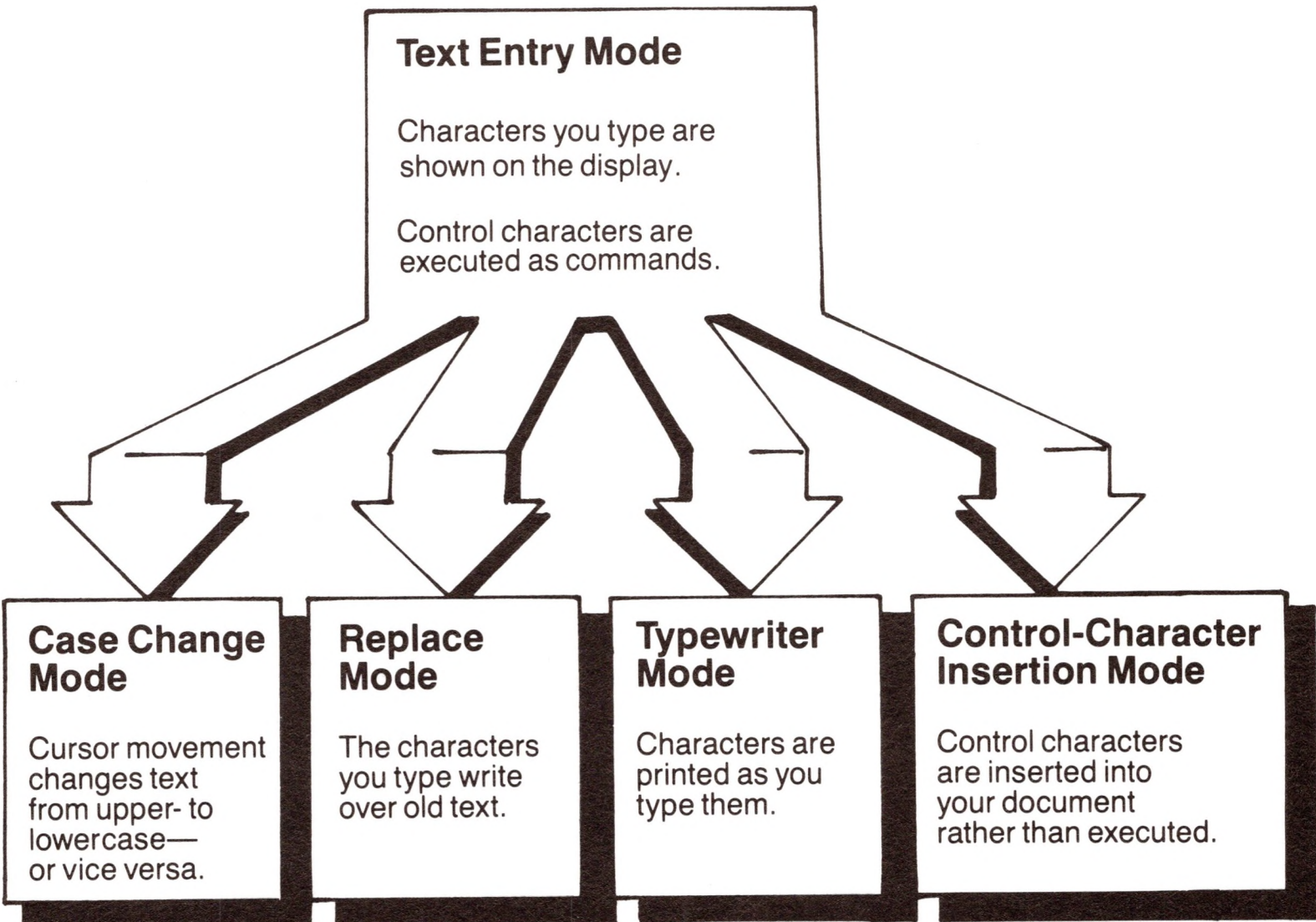
- any character that you type is shown on the display at the position of the cursor
- control characters are treated as commands to Apple Writer.

You’ll do most of your work in text entry mode, but there are a few commands that enter other modes. Figure 3-3 shows Apple Writer’s other modes.

A **mode** determines how Apple Writer interprets commands.

Apple Writer is almost always in **text entry mode**.

Figure 3-3. Apple Writer's Modes



When Apple Writer is in one of these modes, it interprets the keys that you press differently than it does in text entry mode.

Here's where you can find out more about each mode:

Name of Mode	Where to Find Out More
Replace Mode	"Replacing Text by Typing Over It"
Case-Change Mode	"Changing Case Automatically"
Typewriter Mode	"Using Typewriter Mode for Forms and Envelopes"
Control-Character Insertion Mode	"Inserting Control Characters in Text"

The **text buffer** holds your document.

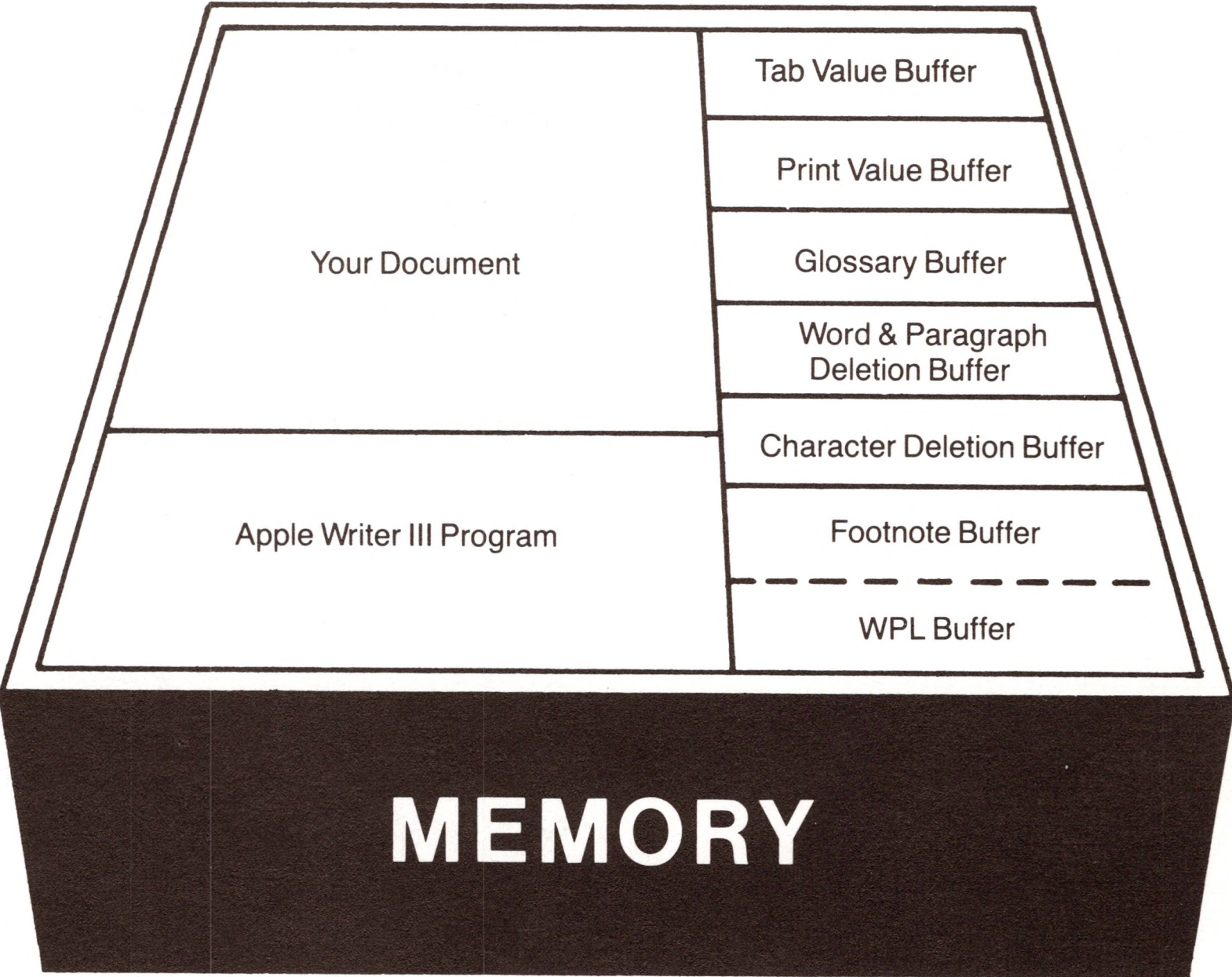
How Memory Is Divided

When you type text at the keyboard, it is put into the **text buffer**—the part of the computer’s memory that is reserved for your document.

In Apple Writer, memory is divided into several parts, or buffers, each of which is reserved for a specific purpose and holds a particular kind of information. Some of these buffers hold information that is used by the Apple Writer program, some hold data that you use when editing.

In this and the following chapters, you will learn several commands that put information into buffers and take information out of them. It will help you to use these commands effectively if you picture each buffer as a storage area that has a definite size and if you keep in mind that the behavior of buffers is predictable. Figure 3-4 shows how Apple Writer divides memory into buffers.

Figure 3-4. How Memory Is Divided



Here's where you can find out more about each buffer:

Name of Buffer	Where to Find Out More
Character Deletion Buffer	"Retrieving Deleted Text From the Buffer" in Chapter 3
Word and Paragraph Deletion Buffer	"Retrieving Deleted Text From the Buffer" in Chapter 3
Tab Value Buffer	"Using Tabs" in Chapter 3
Print Value Buffer	"Print Values and How to Change Them" in Chapter 5
Glossary Buffer	"Making and Using a Glossary" in Chapter 3
Footnote Buffer	"Formatting Footnotes" in Chapter 6

The Editing Commands

The rest of this chapter tells you how to use each editing command. First, we'll discuss a few commands that operate behind the scenes, then all other editing commands, starting with the most common and ending with the least common.

Learn These Commands First

There are three commands you should learn before the rest: those that get help, set the direction for editing commands, and change what's shown on the data line.

How to Get Help

If you need help, display the Help Screen Menu.

First, make sure the Apple Writer III system disk is in the built-in drive.
Then

To Do This

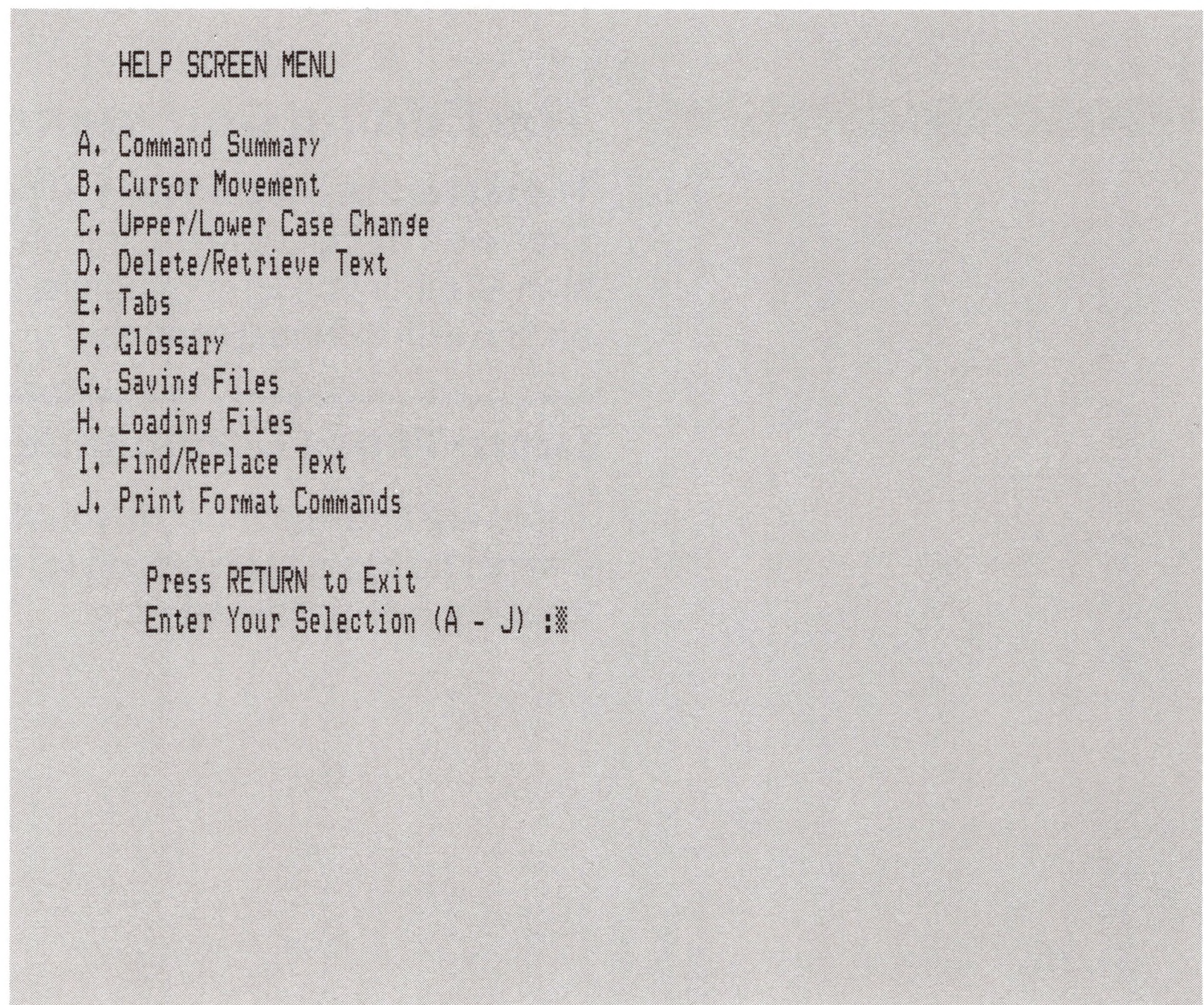
Press This

To display the Help Screen Menu ⌘-?

You must hold down ⌘ while you press the question mark (?).

By the Way: You can also press ⌘-/ to get the Help Screen Menu.

Figure 3-5. The Help Screen Menu



When the Help Screen Menu is displayed, type the letter that corresponds to the group of commands that you need help with, then press **RETURN**. A help screen with a summary of the command is displayed. (If you want to return to the editing display from the Help Screen Menu, just press **RETURN**.)

When you're done using a particular help screen

To Do This	Press This
------------	------------

To return to the Help Screen Menu	C
-----------------------------------	---

Then, press **RETURN**. To select another help screen, type the letter that stands for it, and press **RETURN**.

To Do This	Press This
------------	------------

To leave the help screens and resume editing	E
--	---

Then, press **RETURN**.

When you leave any of Apple Writer's menus, you return to the editing display.

Setting Direction for Editing Commands

The direction arrow, < or >, is the first character on the data line. The direction of this arrow affects several editing commands that are discussed in this chapter. It sets the direction for finding and replacing text, and it determines whether some commands delete or retrieve text.

To Do This	Press This
------------	------------

To change the direction of the direction arrow	[D]
--	-----

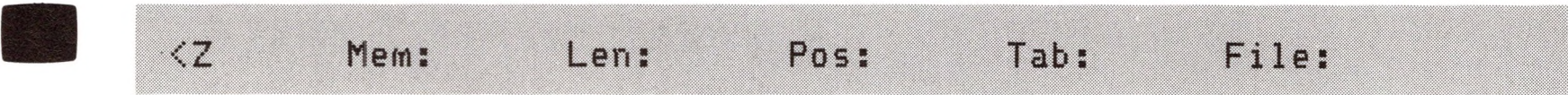
Notice that each time you press [D], the arrow alternates between < and >.

The direction arrow determines what some commands do.

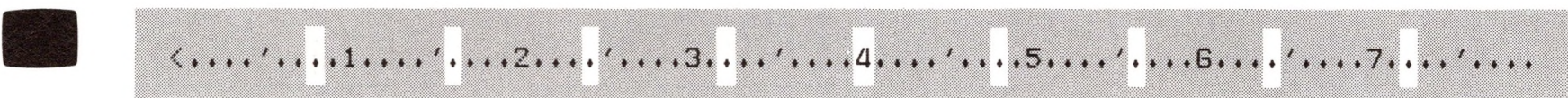
Changing the Data Line

You have three options with the data line.

- You can display the full data line, which looks like this:



- You can display the current tab positions as highlighted boxes, with each character position displayed as a period, each fifth position as an apostrophe, and each tenth position as a number, like this:



- You can turn off the data line entirely.

To Do This	Press This
To display the current tab positions	ESCAPE
To turn off the data line	ESCAPE
To turn on the data line	ESCAPE

Notice that **ESCAPE** is like a three-way switch—each time you press **ESCAPE**, a different option takes effect.

Entering and Inserting Text

To enter text, just start typing! (If a menu is displayed, first press **RETURN** to get rid of the menu and return to the editing display, then start typing.) You don't have to press **RETURN** at the end of each line, just at the end of a paragraph.

To insert text, move the cursor to the position where you want to add the text and start typing.

In Apple Writer, all characters except the one (usually a backslash) that marks the beginning and end of text to be underlined are printed just as they appear on your display.

To find out how to print a backslash, see "Underlining Text" in Chapter 6.

Getting upper- and lowercase characters in Apple Writer is just like getting them with a typewriter: use **SHIFT** to capitalize a single character; use **ALPHA LOCK**—which is just like the SHIFT LOCK key on a typewriter—to capitalize several characters. However, **ALPHA LOCK** capitalizes only alphabetic characters. It does not give you the character in the upper position on the numeric and special character keys. For those characters, you still must use **SHIFT**.

Moving the Cursor

There are two ways to change the position of the cursor: you can move it in a direction by pressing the arrow keys, or you can move it to the beginning or end of the document.

Moving in a Direction

To move the cursor in a direction, press the arrow key that points in that direction. For longer leaps, hold down **SHIFT** while you press the appropriate arrow key.

To Do This	Press This
------------	------------

To move up 1 line	↑
-------------------	---

To move down 1 line	↓
---------------------	---

To move left 1 character	←
--------------------------	---

To move right 1 character	→
---------------------------	---

To move up 12 lines	SHIFT-↑
---------------------	---------

To move down 12 lines	SHIFT-↓
-----------------------	---------

To move left 1 word or 24 characters	SHIFT-←
--------------------------------------	---------

To move right 1 word or 24 characters	SHIFT-→
---------------------------------------	---------

By the Way: The cursor moves straight up or down until it comes to a shorter line. Cursor movement is sometimes more uniform when word wraparound is off. To find out more about word wraparound, see “Wrapping and Splitting Words to Improve Editing” later in this chapter.

Moving to the Beginning and End of the Document

Here’s the quickest way to move the cursor to the beginning or end of a document.

To Do This	Press This
To move to the beginning of the document	[B]
To move to the end of the document	[E]

[B] automatically sets the direction arrow to ➤.

[E] automatically sets the direction arrow to ➤.



Deleting Text

With Apple Writer, you can delete a character, a word, or a paragraph at a time.

Deleting Characters

If you make a typing error or just want to delete some text, follow these instructions to get rid of it.


First, move the cursor immediately to the right of the character(s) you want to delete. Then

To Do This	Press This
To delete a single character	CONTROL - 
That is, hold down CONTROL while you press  once.	

To delete several characters, hold down **CONTROL** and hold down .

Deleting Words and Paragraphs

Apple Writer lets you delete a word or a paragraph at a time—a handy feature when you want to get rid of a lot of text quickly.

First, move the cursor to the right of the text to be deleted. Then, make sure the direction arrow is pointing to the left (); if it isn't, press [D]. Then

To Do This	Press This
To delete a word	[W]
To delete a paragraph	[X]

[W] deletes the text that lies between the cursor position and the previous space.

[X] deletes the text that lies between the cursor and the previous **RETURN**. [X] can delete only 1024 characters at a time; to delete paragraphs larger than this, press [X] more than once.

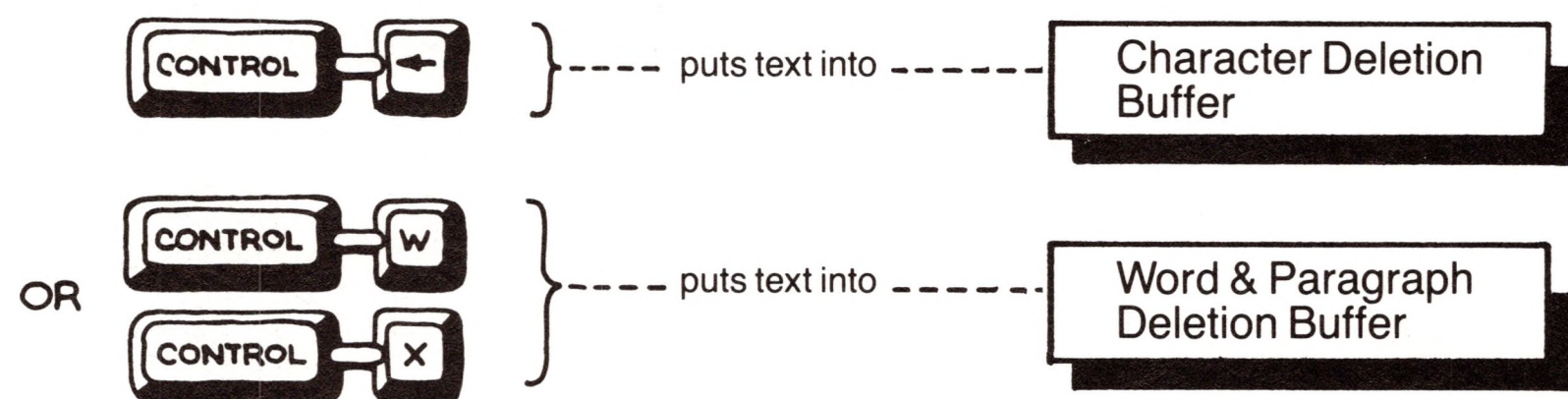
Deleted text isn't thrown away immediately, it is put in a buffer.

Retrieving Deleted Text From the Buffer

If you delete some text by mistake, you can get it back without retyping it. This is possible because the text is not thrown away immediately when it is deleted. Instead, it is put into a buffer—a part of memory that is reserved for temporary storage. The deleted text remains in the buffer until later deletions fill up the buffer and write over the text.

*In Apple Writer, two separate buffers hold deleted text. Text deleted with **CONTROL**-**←** is put into a buffer that can hold up to 128 characters. Text deleted with **[W]** and **[X]** is put into a separate buffer that can hold up to 1024 characters. Figure 3-6 shows the buffers the deletion commands use.*

Figure 3-6. Deletion Commands and Buffers



To Do This

Press This

To retrieve character(s) deleted with **CONTROL**-**←**

CONTROL-**→**

That is, hold down **CONTROL** while you press **→**.

To retrieve text deleted with **[W]** and **[X]**, first point the direction arrow to the right (**>**) by pressing **[D]**. Then

To Do This

Press This

To retrieve word(s) deleted with **[W]**

[W]

To retrieve paragraph(s) deleted with **[X]**

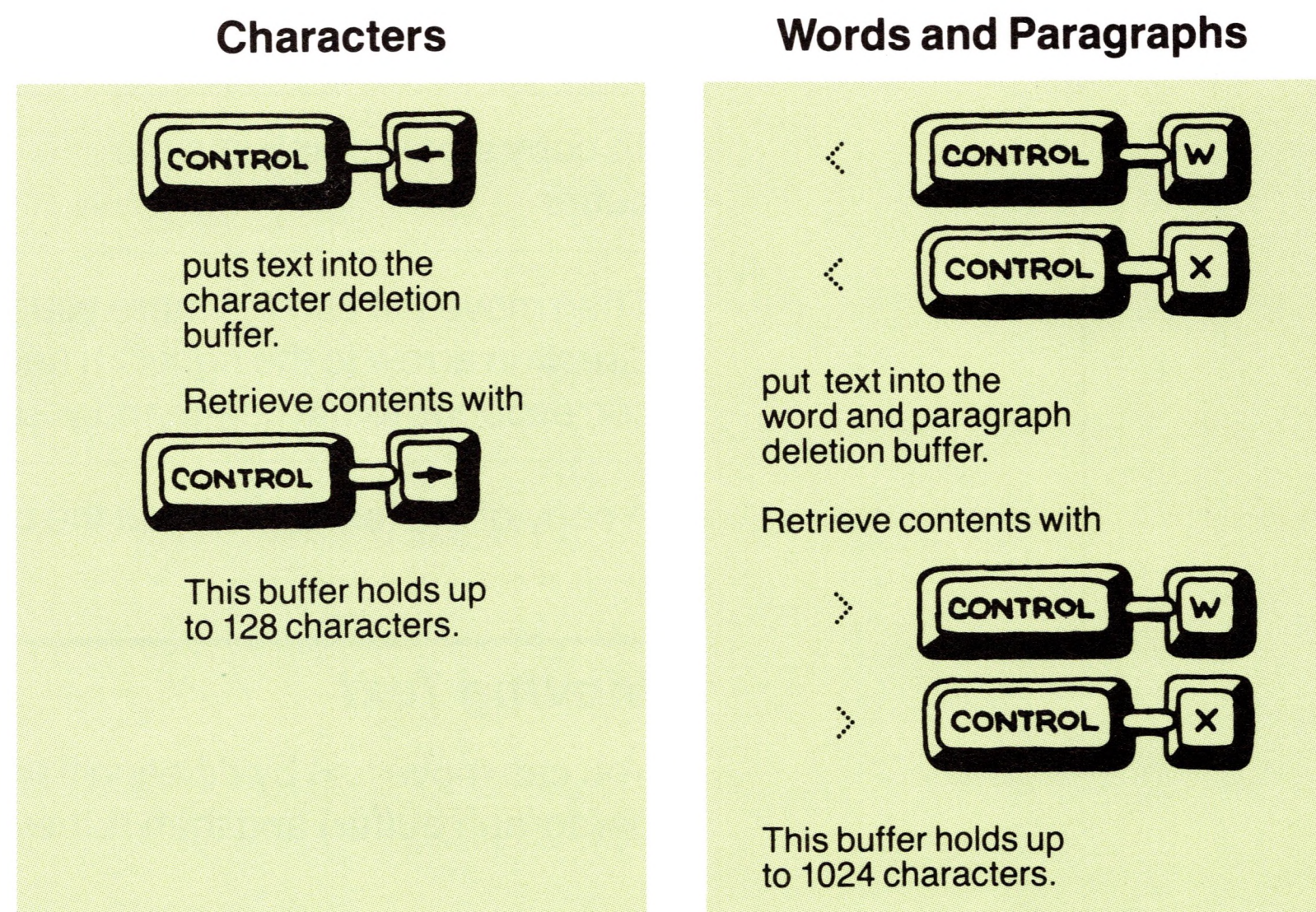
[X]

Deletion buffers: Last in, first out.

When you retrieve text from either buffer, the last text deleted is the first text retrieved.

Figure 3-7 summarizes deleting and retrieving.

Figure 3-7. Summary of Deleting and Retrieving



When deleting and retrieving text, use only one command at a time. Don't delete a word with [W], then a paragraph with [X], and then try to retrieve the word and paragraph together. If you do, the retrieved text will have extra spaces and/or carriage returns in it.

You may, however, delete an entire paragraph with [X], then retrieve the part of it that you want a word at a time with [W].

Copying Text

Here's how you can use Apple Writer's word and paragraph deletion buffer to copy text without actually deleting it.

First, place the cursor at the end of the text to copy and set the direction arrow to the left (◀). Then

To Do This	Press This
To copy a word into the buffer	⌘-[W]
To copy a paragraph into the buffer	⌘-[X]

Then move the cursor where you want to copy the text, set the direction arrow to the right (▶), and press either [W] or [X]—whichever corresponds to the command you used to copy the text.

A copy of the text appears at the cursor's position.

Moving Text

You can move text by deleting it (which puts it into the word and paragraph buffer) and then retrieving it at a new location.

To do so, delete the text at its original location, using [W] or [X], then move the cursor to the new location, change the direction of the arrow, and retrieve the text, using [W] or [X].

The word and paragraph buffer can hold up to 1024 characters. To find out how many characters are in a paragraph, place the cursor to the right of the last character of the paragraph and read the number after **Tab :** on the data line.

Move paragraphs larger than 1024 characters in segments: move the last 1024 characters of the paragraph first, then the previous 1024 characters, and so on, until the entire paragraph is moved.

By the Way: If you feel uneasy about moving part of a carefully crafted document by deleting it, you can copy the text instead.

To do so, copy the text into the buffer by pressing ⌘-[W] or ⌘-[X]. Then move the cursor to the new position for the text and retrieve it. Don't forget to go back and delete the text at its original position.

Replacing Text by Typing Over It

Normally, when you type characters, they are *inserted into* the text at the position of the cursor. However, you can also *type over* the text at the position of the cursor by entering replace mode.

By the Way: This function is called *overstrike* or *exchange* in some other editors.

First, put the cursor at the beginning of the text you want to type over. Then

To Do This	Press This
To enter replace mode	[R]

When you see R on the data line, type the new text over the old.

To Do This	Press This
To leave replace mode	[R]

[R] is a **switch command**—the same keys alternately turn it on and off.

By the Way: When changing a table, don't delete the old part and insert the new—use replace instead. Unlike when you insert or delete text, replace does not rearrange the text in the table.

[R] enters replace mode: R appears in column 4 of the data line and characters are written over existing text, rather than inserted into it.

A **switch command** is one in which the same keys turn the command on and off.

Finding and Replacing Text

The find command can be used for two purposes: to move the cursor quickly to a specific word or phrase and to find and replace text.

Find always begins at the current cursor position and searches in the direction of the direction arrow.

Using the Find Command to Move Quickly to a Word

Here's how to move the cursor quickly to a specific word or phrase.

First, check the direction of the direction arrow: if it is not pointed toward the word(s) you want to find, change its direction by pressing [D]. If you want to search through the entire document, press [B] or [E] to put the cursor at the beginning or end of the document and to automatically set the direction of the arrow correctly. Then

To Do This	Press This...Then Type This	
To move the cursor to the first occurrence of the specified text	[F]	/ word(s) to find/

Then press RETURN.

The text to find must be typed *exactly* as it appears in the document. Pay attention to capitalization. The slash (/) is used to mark, or **delimit**, the beginning and end of the phrase.

When Apple Writer finds the word or phrase and you see
[F]ind: RETURN=Proceed

To Do This	Press This
To move to the next occurrence of the word(s)	RETURN

To exit the find command at the present position	SPACE bar
--	------------------------

A **delimiter** is a character that is used to mark the beginning and end of a sequence of characters. In written English, the space is used as a delimiter between words.

By the Way: You can exit from the find command by pressing *any* key except `RETURN`. The `SPACE` bar is designated because it is most convenient.

If you press `RETURN` when there are no more occurrences of the word or phrase in the document, the prompt disappears and the cursor stops at whichever end of the document the direction arrow was pointed toward.

To find a phrase that has a slash (/) in it, you must use a character other than the slash as the delimiter. You may use any character, even a space, as the delimiter in a find command: the delimiter is the first character that you type after pressing `[F]`.

For Example

Here's how to find the first occurrence of the phrase *million-dollar merger* if it is in the document in memory.

First, press `[B]` to move the cursor to the beginning of the document and to change the direction of the direction arrow to `>`. Then press `[F]` and type

```
/million-dollar merger/
```

The bottom of the display shows:

```
[F]ind:/million-dollar merger/⌘
```

When you press `RETURN`, the cursor moves to the first occurrence of the phrase.

Finding and Replacing All Occurrences

Here's how to replace all occurrences of a word or phrase with another word or phrase.

To change a word or phrase throughout a document, use the find command with the A option.

First, check the direction of the direction arrow: make sure it's pointed toward the word(s) you want to find. If you want to make the replacement throughout the entire document, move the cursor to the beginning or end of the document. Then

To Do This	Press This ... Then Type This
To replace all occurrences of word(s) with new word(s)	[F] / word(s)/ new word(s)/ A

Then, press `RETURN`.

It makes no difference whether you type the A in upper- or lowercase. Either way, it means “replace all occurrences automatically.”

Remember: Capitalization of the text to find must exactly match that of the text in the document.



Warning

When you replace all occurrences of a word, be sure that you want to replace all of them—because the word will be changed even when it occurs *within* another word. To replace all occurrences of a word except those within another word, type a space character at the beginning and end of the word to find and the word to replace it with.

For Example

Here's how to find all occurrences of *substantial loss* and replace them with *profit*.

Press [B] to move the cursor to the beginning of the document and to point the direction arrow toward the end of the document. Then press [F] and type

`/substantial loss/Profit/A`

and press `RETURN`.

Here's an example of how automatic find and replace can make unintended changes in your text.

If you press [F] and type

`/other/all/a/`

with this text in memory

Teaching Milton to type is a bother; other
trainees are doing well.

the text changes to

Teaching Milton to type is a ball; all trainees
are doing well.

To avoid these unintended changes, put a space at the beginning and end of the word to find and the word to replace. For instance, to change just the word *other* to *all*, press [F] and type

`/ other / all /a`

Finding and Replacing Selectively

If you want to replace some occurrences of a word or phrase, but not all of them, follow these directions.

First, check the direction of the direction arrow: make sure it's pointed toward the word(s) you want to find. If you want to search through the entire document, move the cursor to the beginning or end of the document. Then

To Do This	Press This ... Then Type This
To selectively replace occurrences of word(s) with new words	[F] / words(s)/ new word(s)/
Then, press RETURN .	

When the cursor moves to the first occurrence of the word(s), and you see [F]ind: RETURN=Proceed / Y=Replace

To Do This	Press This
To move to the next occurrence of word(s)	RETURN
To replace this occurrence of the word(s)	Y
To exit at the present cursor position	SPACE bar

Remember: You may press any key except RETURN to exit from the find command—the SPACE bar is used here for convenience.

To Resume the Previous Find Command

If you accidentally exited from the last find command before you wanted to (or if you exited to edit the text that you found), you can go back and continue the command where you left off, without retyping it.

To Do This	Press This ... Then Type This
To resume the previous find command without retyping it	[F] =
Then, press RETURN.	

Neat Tricks With Find

Here are two short cuts you can use with the find command: moving the cursor a paragraph at a time and deleting text or spaces.

Leaping Whole Paragraphs in One Bound

You can use the find command to move the cursor to the beginning of each paragraph or each item in a bulleted list.

To find out more about what these symbols mean and to learn more short cuts, see “Delimiters, Wildcards, and Other Characters” later in this chapter.

To Do This	Press This ... Then Type This	
To move the cursor a paragraph at a time	[F]	<>
Then, press <code>RETURN</code> .		

Then each time you press `RETURN`, the cursor moves to the next paragraph because it is finding carriage returns—which are symbolized by the carriage return character (>).

By the Way: If each paragraph is separated from the next by a blank line, you must press `RETURN` twice to move the cursor to the next paragraph. This is because the cursor first moves to the end of the blank line, then to the next paragraph.

Deleting With Find

Here’s another time-saving trick with the find command.

To Do This	Press This ... Then Type This	
To replace something with nothing	[F]	/ something/ /
Then, press <code>RETURN</code> .		

Here are two examples of how to use this short cut:

To Do This	Press This ... Then Type This	
To decrease the number of spaces between columns	[F]	/ //A
To get rid of a word	[F]	/ word/ /A

Notice in the last example that there's a space between the first delimiter and the word to delete. Always put a space here or between the end of the word and the second delimiter. Otherwise, when the replacement is done, there will be two spaces in the text where the word used to be.

A related trick with the find command is to replace something with spaces. For example, since the backslash (\) signifies the beginning and end of underlining, you could use the find command to get rid of underlines.

To Do This	Press This ... Then Type This	
To get rid of underlines	[F]	/\ / /A/

Jumping Quickly to a Word

Here's a quick way to move the cursor to a specific character or word in your document.

First, set the direction arrow so it points toward the text that you want to jump to. Then

To Do This	Press This
To jump to specific characters	[J]

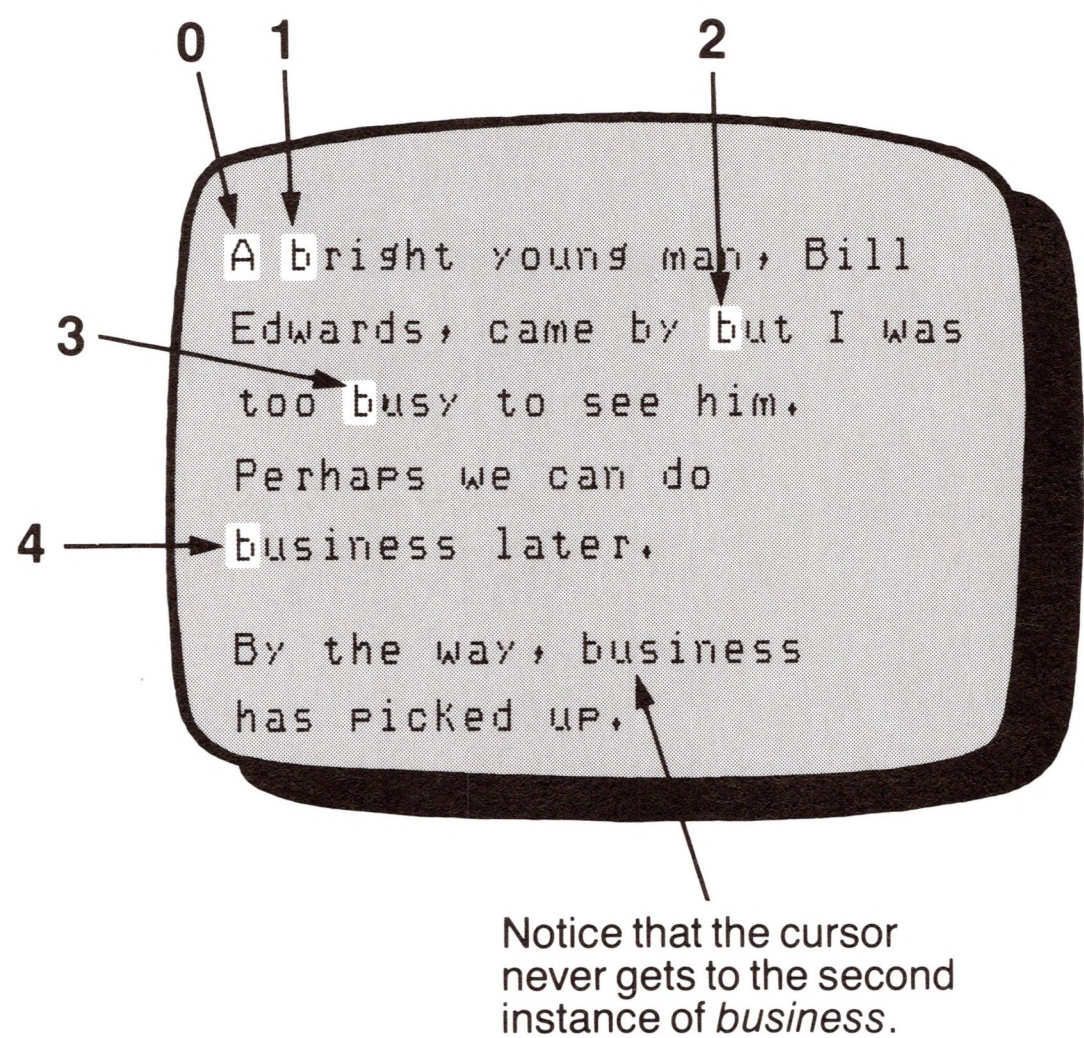
When you see [J]ump :, type the characters to jump to. (Don't type delimiters.)

The cursor moves to the first occurrence of the character(s) that you type, and the position of the cursor is updated each time you type a new character.

The way the jump command works is illustrated in Figure 3-8. It shows the positions in a document that the cursor jumps to when you type each character of the word *business*.

The jump command, [J], moves the cursor to the characters as you type them.


Figure 3-8. Jumping to *Business*





In this figure, the cursor starts out at position 0. Then, when you press [J] and type `b`, the cursor moves to the first occurrence of the letter `b` in the document, position 1. When you type `u`, the cursor moves to the first occurrence of `bu`, position 2. When you type `s`, the cursor moves to the first occurrence of `bus`, position 3. And when you type `i`, the cursor moves to the first occurrence of `busi`, position 4. You have now typed enough characters to find the word you wanted. If you type the rest of the word, the cursor does not move, even to the next occurrence of the word.

To move the cursor to more than one occurrence of a word, use the find command. See “Finding and Replacing Text” in this chapter.

If you make a typing error while jumping

To Do This	Press This
To delete a character and return the cursor to the position it last occupied	

By the Way: If you type the word to jump to incorrectly, you can delete part or all of the word by pressing ; however, in the text, the cursor will go back only one position from the position it occupied when you first pressed .

You can stop jumping at any time.


To Do This

Press This

To stop jumping



Wrapping and Splitting Words to Improve Editing

In Apple Writer, you do not have to press  at the end of each line. When a line is full of text, Apple Writer automatically starts a new line. Because of this feature, called **word wraparound**, your text is automatically formatted so that lines end at word boundaries instead of in the middle of words. When word wraparound is turned on, a word that is too long for the end of a line is wrapped around to the beginning of the next line.

Word wraparound is on when you start up Apple Writer, but you can turn it off (and back on) as you please. This feature is useful for some editing tasks, and not for others.

Word wraparound only affects what you see on the display—whether it is on or off does not affect the way your text looks when it is printed. When text is printed, lines always end at word boundaries.

To Do This

Press This

To turn off word wraparound

[Z]

To turn on word wraparound

[Z]

Notice that [Z] is a switch command—you press the same keys to turn it on and off.

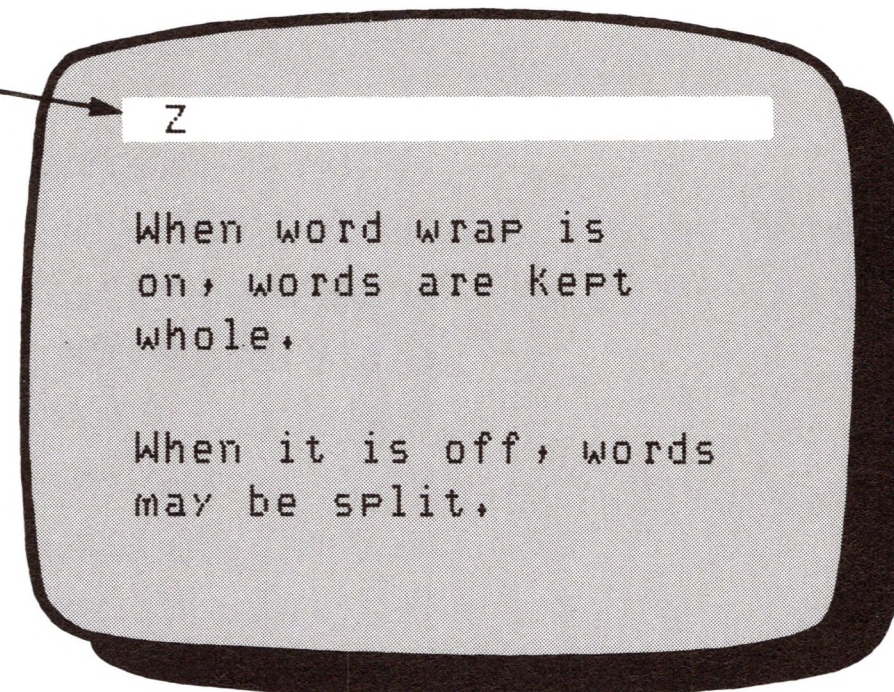
Word wraparound means that when a word is too long to fit on the end of a line, the whole word is put on the next line, rather than split between the two lines.

[Z] turns word wraparound on: Z appears on the data line and lines end at word boundaries.

Figure 3-9 shows how text looks when word wraparound is on. Notice Z in column 2 of the data line.

Figure 3-9. Word Wraparound On

Notice that Z appears on the data line.

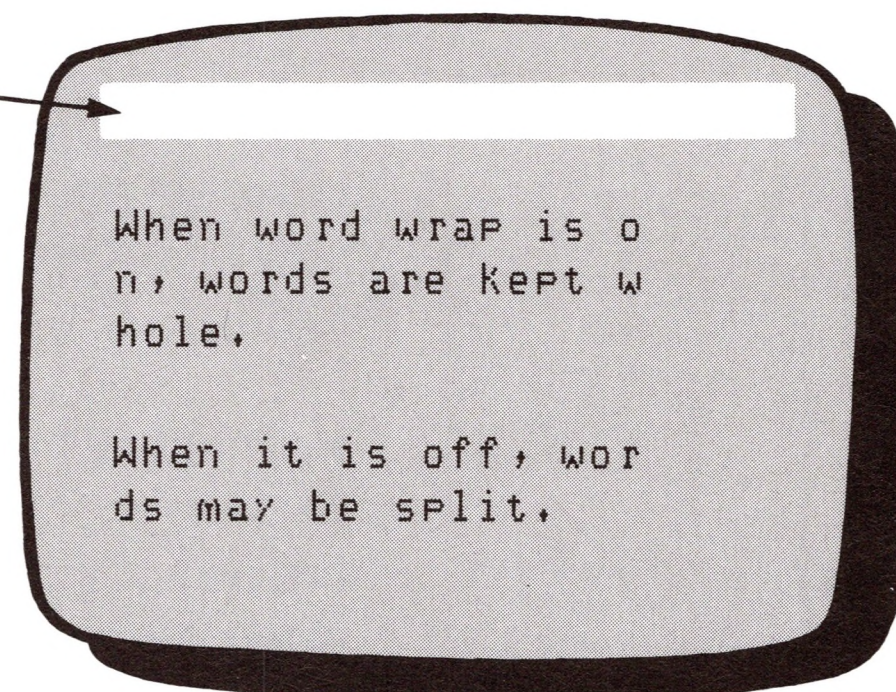


Turn word wraparound on to make the display easier to read.

When word wraparound is *off*, lines end at the right edge of the display. Figure 3-10 shows how the display looks when word wraparound is turned off. Notice that Z is no longer shown on the data line.

Figure 3-10. Word Wraparound Off

Notice that Z does not appear on the data line.



Turn word wraparound off to

- edit text in tables
- cause the display to be updated faster
- make cursor movement more uniform.

The **tab buffer** is the part of memory reserved for tab settings.

Using Tabs

In Apple Writer, you can set your own tab positions. The positions determine where the cursor moves when you press **TAB**.

When you start up Apple Writer III, tab positions are automatically loaded from a tab file into the **tab buffer**—the part of memory that is reserved for the current tab positions. The standard tabs are set at every eighth position, up to column 72. You can use these tabs, or, if they aren't convenient for the text that you're editing, you can clear some or all of them from the buffer and set tabs at other positions. You can also save tab positions in a tab file and later load them into the buffer for use with any document.

Tabbing to a Position

Here's how to tab to a new position.

To Do This	Press This
To tab to the column in which the next tab is set	TAB

Use **TAB** to create tables.

When you press **TAB**, the cursor moves to the next position at which a tab is set and *inserts spaces* between the old cursor position and the new one. This is the tab command to use when you are creating new text.

No matter where the cursor is when you press **TAB**, it moves to the next tab position. For instance, if the cursor is in column 27 and you are using Apple Writer's default tab positions (every eighth position), when you press **TAB**, the cursor will move to column 32.

Remember: Tab : on the data line gives the current cursor position in number of characters from the last **RETURN**. Tab positions are always counted from the last **RETURN**, not from the left display edge. This makes it possible for you to tab to positions past column 80—for instance, to tab to position 120 on a business form. To see where the last **RETURN** is, follow the instructions in "Displaying Carriage Returns" later in this chapter.



By the Way: If you're using tabs to make a table that has typing in column 80, turn word wraparound off by pressing [Z]—otherwise, the last word on the line will be wrapped around to the next line on your display, making it difficult for you to keep track of the columns in your table.

Tabbing Over Existing Text

Here's how to move the cursor over existing text to the next tab position.

To Do This	Press This
To tab over existing text to the next tab position	-TAB

Use -TAB to edit existing tables.

When you press -TAB, the cursor *passes over* existing text as it moves to the next tab position; it does not insert spaces into the text. This is the command to use when editing existing text.

Clearing Tabs

Here's how to clear some of the tab positions in memory, but not all of them.

First, move the cursor to the tab position you want to clear. Then

To Do This	Press This ... Then Type This	
To clear the tab at the present cursor position	[T]	C

Use [T]C to clear one tab position.

If you don't want to use any of the current tabs in memory, you can get rid of them all with one command.

To Do This	Press This ... Then Type This	
To purge all tabs	[T]	P

Use [T]P to purge all tab positions.

Setting Tabs

To set a tab, follow these instructions.

First, press the `SPACE` bar until the cursor is in the position where you want to set a tab. Then

Use `[T]S` to set a tab position.

To Do This	Press This ... Then Type This	
To set a tab at the current cursor position	<code>[T]</code>	<code>S</code>

You can set a maximum of 32 tabs, and they can be at any position. Tab positions are purged from the tab buffer—and therefore lost—when you turn the computer off. So if you don't want to lose your tab positions, save them in a file before you end the session.

Remember: To find out which column the cursor is in, see the number after `Tab :` on the data line.

Saving Tabs in a File

Here's how to save tab positions in a file that you can load and use with any document.

First, set the positions you want using `[T]S`. Then

`[Q]` gives you the Additional Functions Menu. Option B on the menu is *Save Tab File*.

To Do This	Press This ... Then Type This	
To save the tab positions currently in the buffer in a tab file	<code>[Q]</code>	<code>B</code>

and type the name of the file to save the positions in. Then press `RETURN`.

By the Way: Apple Writer automatically ends tab filenames with the suffix *.TAB*. That way, you can give a tab file the same name as the text file it was created for—and the system will not confuse the two files.

Making Your Tabs the Default Tab Positions

Apple Writer automatically loads tab positions from the file *SYS.TAB* from the disk in the built-in drive at the beginning of each session. This happens when you press **RETURN** from the opening display.

You can get Apple Writer to load tabs that you have set instead of loading Apple Writer's default tab positions. Just save the tabs that you want Apple Writer to use in a file named *SYS.TAB* on either the Apple Writer system disk or one of your data disks.

To save your own tabs in *SYS.TAB* on the system disk, follow these steps:

1. If you want to keep a copy of the original tab positions for future use, rename the *SYS.TAB* file by pressing **[Q]B**, typing *SYS.TAB*, and pressing **RETURN**. Then type a new name for the file, and then press **RETURN**.
2. Press **[T]P** to purge the present tab positions.
3. Set tabs at the positions that you want to use as the default tab positions.
4. With the Apple Writer system disk in the built-in drive, save your tabs in the file named *SYS.TAB* by pressing **[Q]B** and typing *.d1/sys*.
5. From now on when you start up Apple Writer, it will automatically load the tabs you set and saved in *SYS.TAB*.

To make your own SYS.TAB file on a data disk, follow these steps:

1. Press [T]P to purge all the present tab positions.
2. Set tabs at the positions that you want to use as the default tab positions.
3. Put a disk other than the Apple Writer system disk into the built-in disk drive, then save the tabs in a file named SYS.TAB on this disk by pressing [Q]B and typing
`.d1/sys`
4. Copy the SYS.PRT file from the system disk onto the disk you put the SYS.TAB file on. You also can make your own SYS.PRT file.


Warning

The disk that contains your SYS.TAB file must also contain a file named SYS.PRT that holds default print values. This is because the SYS.TAB and SYS.PRT files are loaded at the same time. Copy the SYS.PRT file from the Apple Writer system disk, or create your own.

5. To use the tab positions on this disk as Apple Writer's default tab positions, remove the Apple Writer system disk from the built-in drive immediately after starting up Apple Writer, but before you press **RETURN** from the opening display. Insert the disk with your SYS.TAB and SYS.PRT files in the built-in drive, and press **RETURN**. The values in the SYS.TAB and SYS.PRT files are loaded into their respective buffers.

Loading Tabs From a File

Tab files are loaded into the tab buffer, the same part of memory that holds the tabs that you set with [T]S. So, if you've painstakingly set a lot of tabs and don't want to lose them, save them before loading tab positions from another tab file.

 To find out how to make a SYS.PRT file, see "Saving and Loading a Print Value File" in Chapter 6.

[Q] gives you the Additional Functions Menu. Option A on this menu is *Load Tab File*.

To Do This	Press This ... Then Type This
------------	-------------------------------

To load tab positions from a file into the tab buffer	[Q] A
---	----------------------------

When you see `Enter file name:`, type the name of the tab file. Then press `RETURN`.

When you type the name of the file, *do not* type the .TAB suffix. For instance, to load the settings from the tab file named LETTERS.TAB just press [Q]A and type

LETTERS

By the Way: If you press [Q]A, but can't remember the name of your tab file, type a question mark (?). Then, in response to the `Enter drive number:` prompt, type the number of the disk drive that contains the disk with the tab file. Press `RETURN`. You will get a list of the files on the disk. When you press `RETURN` at the end of the list, you will see the `Enter file name:` prompt again.

Using Apple Writer's Additional Functions

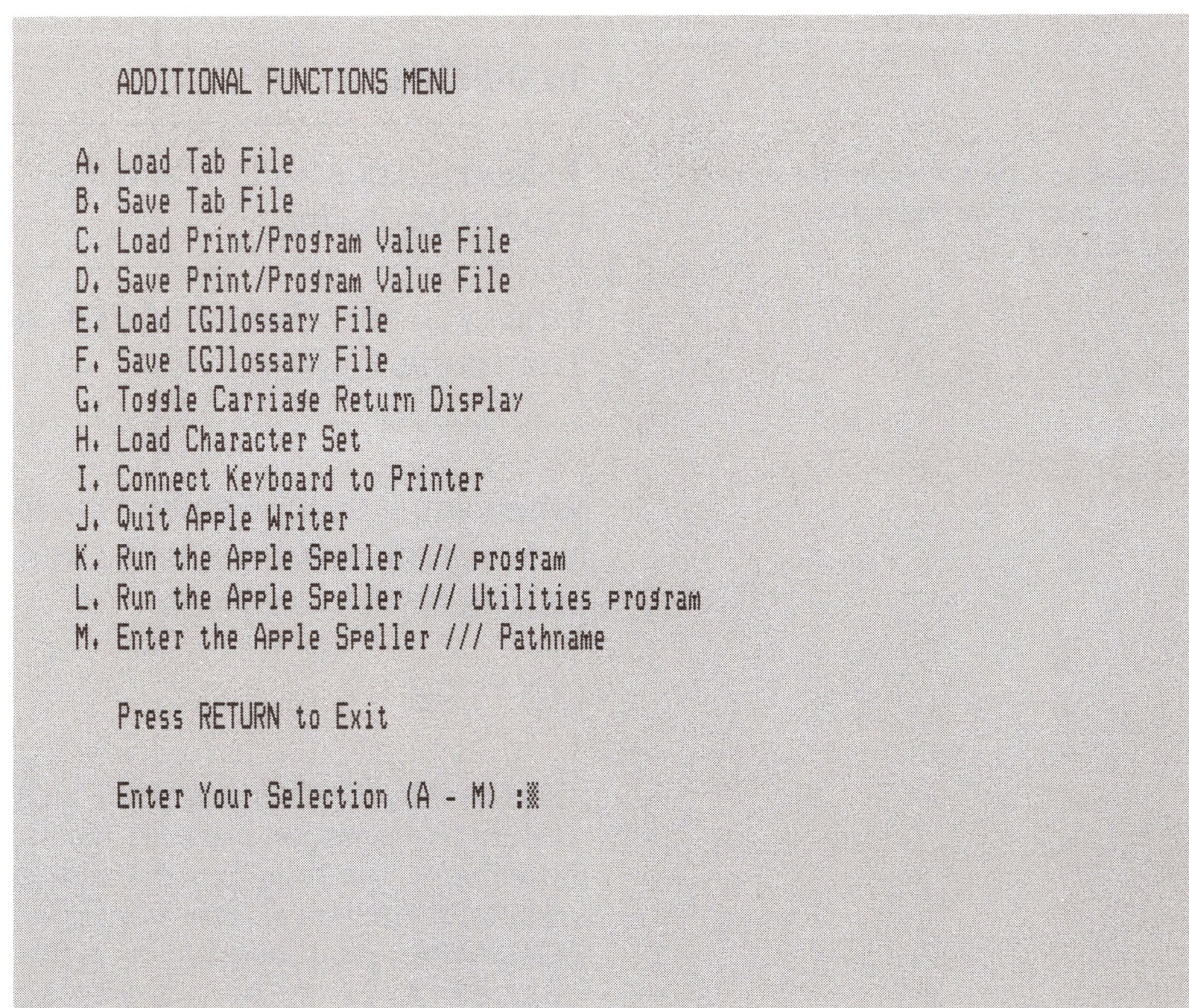
Many of Apple Writer's less common functions are listed on the Additional Functions Menu, Figure 3-11.

To Do This	Press This
------------	------------

To display the Additional Functions Menu	[Q]
--	-----

To return to the editing display	<code>RETURN</code>
----------------------------------	---------------------

Figure 3-11. Additional Functions Menu



To select a function from this menu, type the letter that precedes it. *Don't* press **RETURN** after the letter. When you type the letter, a prompt appears, and if you press **RETURN** after the letter, the program will mistake it for an order to leave the prompt!

Here is a list of what's on the Additional Functions Menu and where to find out more:

Function

Where to Find Out More

A. Load Tab File

"Loading Tabs From a File" in Chapter 3

B. Save Tab File

"Saving Tabs in a File" in Chapter 3

C. Load Print/Program Value File

"Saving and Loading a Print Value File" in Chapter 6

D. Save Print/Program Value File

"Saving and Loading a Print Value File" in Chapter 6

E. Load [G]lossary File

"Loading a Glossary for Use" in Chapter 3

F. Save [G]lossary File

"Saving the Contents of the Glossary Buffer" in Chapter 3

G. Toggle Carriage Return Display

"Displaying Carriage Returns" in Chapter 3

H. Load Character Set

"Using Different Character Styles" in Chapter 3

I. Connect Keyboard to Printer

"Using Typewriter Mode for Forms and Envelopes" in Chapter 3

J. Quit Apple Writer

"Quitting Apple Writer" in Chapter 4

K. Run Apple Speller /// Program

"Using Apple Speller" in Chapter 3

L. Run Apple Speller /// Utilities Program

"Using Apple Speller" in Chapter 3

M. Enter the Apple Speller /// Pathname

"Using Apple Speller" in Chapter 3

Displaying Carriage Returns

Sometimes it's useful to see each place where you have pressed `RETURN` in a document. Here's how to get Apple Writer to display a right bracket (]) at every place in your document where you've pressed `RETURN`.

To Do This	Press This ... Then Type This	
To display each <code>RETURN</code>	[Q]	G
To turn off display of each <code>RETURN</code>	[Q]	G

[Q]G is a switch command—the same keys turn it on and off.

Using Different Character Styles

Apple Writer can display your document in one of five different character styles: Standard, Gothic, Slant, Inverse, or Stop. Normally your text is displayed in Standard—this is the style shown on your display when you start up Apple Writer.

To Do This	Press This ... Then Type This	
To display the current text with a different character style	[Q]	H

Then, in response to the `Enter File Name:` prompt, type the name of the style that you want the text displayed in.

For instance, to display the text in Gothic, press [Q]H and type

`gothic`

and press `RETURN`.

Your document will then appear in Gothic lettering.

Apple Writer's different character styles are mostly used just for fun. The different character styles appear only on the display—they are not printed. And you can display only one style at a time. However, Inverse has a practical application: you may find that it causes less eye strain than Standard.

Using Typewriter Mode for Forms and Envelopes

Typewriter mode makes your computer and printer work like a typewriter: characters are printed immediately as you type them. If your printer stores a line of text at a time before printing it, as the Silentype printer and other bidirectional printers do, it will wait for a `RETURN` before it prints each line of text.

Typewriter mode makes it easy to position the print head on a form.

You can use typewriter mode to type addresses on envelopes. If your printer doesn't store a line of characters at a time, you can also use typewriter mode to fill in forms—since the print head will move each time you press the `SPACE` bar, making it easy to position the print head at a particular place on the form. (If you tried to fill out a form in text entry mode, you would have to count the spaces and lines between the blanks to be filled in on the form, and then check them on the display—a tedious task.)

First, get your printer ready. Be sure to set up Apple Writer for your printer according to the instructions in “What You Need to Know Before You Start Printing” in Chapter 5. Then

To Do This	Press This ... Then Type This	
To enter typewriter mode	[Q]	I
To leave typewriter mode	[Q]	

In typewriter mode, the printer prints the characters as you type them.

Because typewriter mode makes your computer and printer behave just like a typewriter, you cannot correct mistakes or make other changes to the text after you type it. So be careful.

You must always press **RETURN** at the end of each line in typewriter mode, even if your printer doesn't store a line of text at a time before printing it. If the printer you are using does not automatically issue line feeds, then you must also press **↓** at the end of each line to generate a line feed.

Using Apple Speller

Apple Speller III lets you find and correct spelling mistakes

If you have Apple Speller III, you can have Apple Writer check your document for spelling errors. You will need the Apple Speller III program disk, two dictionary disks, and the *Apple Speller III* manual to run the speller program.



Warning

If you have a 128K Apple III, save the document that you're currently working on in a file before running Apple Speller. There is not enough room to have the document, the Apple Writer program, and the Apple Speller program in memory at the same time. If you have a 256K Apple III, Apple Speller will automatically work on the document in the Apple III's memory.

First, save the document in memory in a file on a disk. Put the Apple Speller III system disk in the built-in disk drive. Then

To Do This	Press This ... Then Type This	
To run the speller program	[Q]	K
To run the speller utilities	[Q]	L

Then see the *Apple Speller III* manual for instructions on how to use Apple Speller.

A **pathname** is the complete name of a file. It is so named because it is the path the computer takes to find the file.

The first time you use Apple Speller III, Apple Writer asks for the **pathname** of the speller. Here's how to set the Apple Speller III pathname from Apple Writer III.

To Do This	Press This ... Then Type This	
To set Apple Speller III pathname	[Q]	M

Then type the appropriate Apple Speller pathname.

To find out more, see the *Apple Speller III* manual.

When you quit Apple Speller III, the program returns you to Apple Writer automatically.

Remember: Square brackets in Apple Writer stand for **CONTROL**. In Apple Speller, they indicate where you should type your responses. Apple Speller III also uses different techniques for

- entering text
- choosing menu options
- leaving menus
- quitting the program.

By the Way: If you have a ProFile, you can put the Apple Speller program and the dictionaries on the ProFile and not have to worry about switching disks at all. To find out more, see the *Apple Speller III* manual.

Changing Case Automatically

You can quickly change text from upper- to lowercase, or vice versa, by entering case change mode, getting the upper- or lowercase option, and then passing the cursor over the text.

First, place the cursor at the beginning or end of the text to be changed. Then

To Do This	Press This
To enter case change mode	[C]

Notice that **U** has replaced the direction arrow on the data line. **U** indicates the uppercase option; **L** indicates the lowercase option. Once you have entered the case change mode, [C] switches back and forth between the upper- and lowercase options.

To Do This	Press This
To change from the uppercase option to the lowercase option	[C]
To switch options again.	[C]

Then, when the option shown on the data line is the same as the case you want to change the text to, use **←** and **→** to move the cursor left or right over the text.

When the cursor moves over the text, the case is changed to that indicated by the option. If the text is already the case of the option, it is not changed.

If you press **↑** and **↓** while in case change mode, you will return to the text entry mode. Use only the **←** and **→** keys to change case.

[C] enters case change mode. In the mode, [C] switches between the upper- and lowercase options, shown as **U** and **L** on the data line. **←** and **→** move the cursor and change the case, other keys leave the mode.

See your printer manual to find out which control characters to embed.

[V] enters control-character insertion mode: V appears in column 3 of the data line and control characters are inserted into the document in memory, rather than executed as commands.

To Do This	Press This
To leave case change mode	<u>RETURN</u>

Inserting Control Characters in Text

Sometimes you may want to insert control characters into a document. For instance, if your printer can print boldface, you must insert control characters before and after the part of the text to be printed in boldface. To do so, you must enter control-character insertion mode.

First, move the cursor to the place where you want to insert the control character(s). Then

To Do This	Press This
To enter control-character insertion mode	<u>[V]</u>

When you see V on the data line, insert the control character(s) you want by holding down CONTROL while typing the appropriate letter key(s).

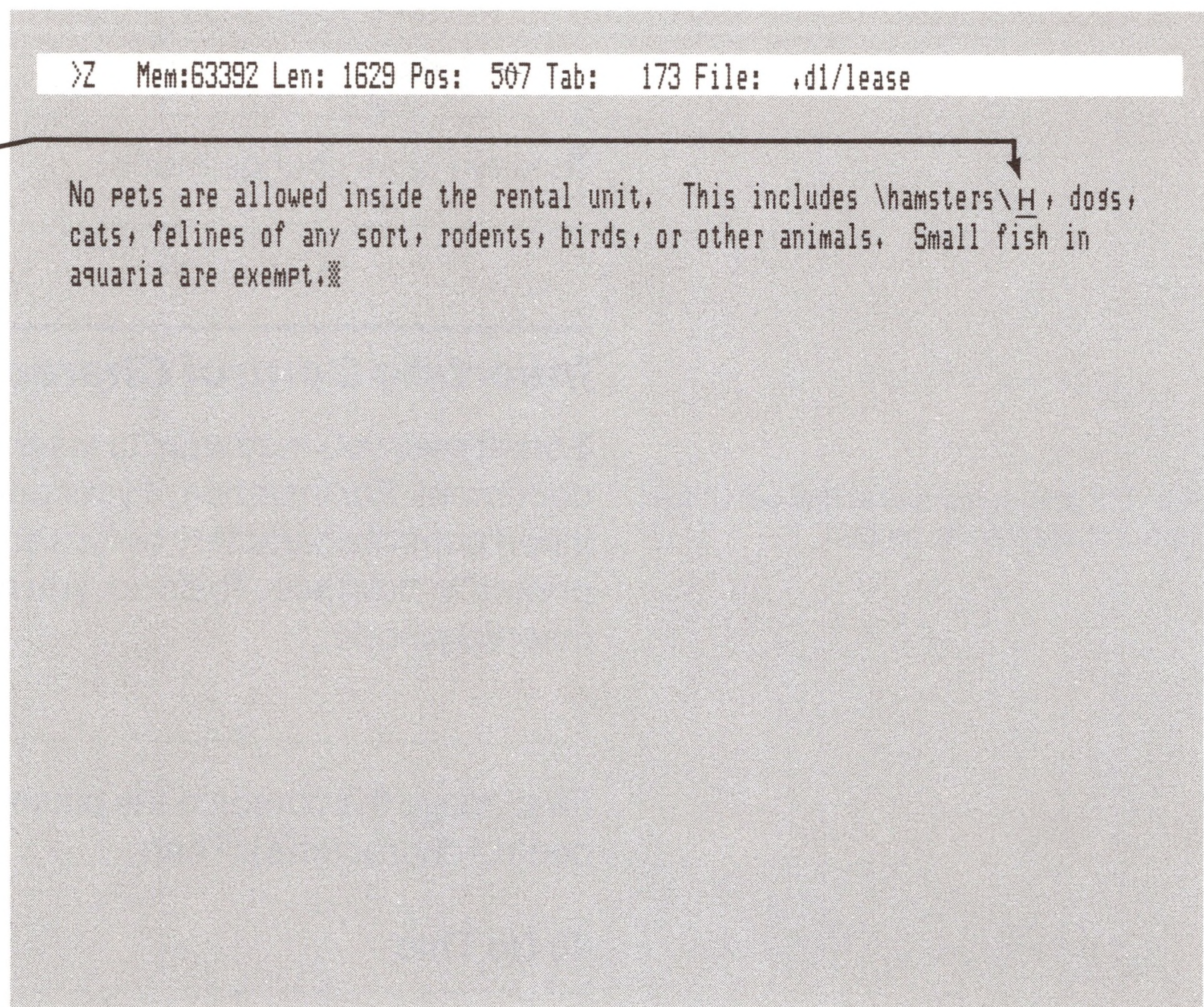
To Do This	Press This
To leave control-character insertion mode	<u>[V]</u>

Notice that [V] is a switch command.

Inserted control characters appear on the display as underlined uppercase characters, as shown in Figure 3-12.

Figure 3-12. How Control Characters Look in a Document

This is a [H].




Warning

When a document containing inserted control characters is printed, the control characters are printed as spaces. To get rid of the spaces, you must insert a backspace character after each inserted control character. For an example of how to insert a backspace characters, see the next section.

For Example

Follow these steps to insert a backspace character into your document.

1. Move the cursor to the position where you want the backspace.
2. Press [V] to enter control-character insertion mode.
3. Press  to insert a backspace character.
4. Press [V] to leave control-character insertion mode.

Notice that the backspace character is shown as an underlined *H* on the display.

For phrases and commands you use frequently, Apple Writer's glossary can be a time-saver.

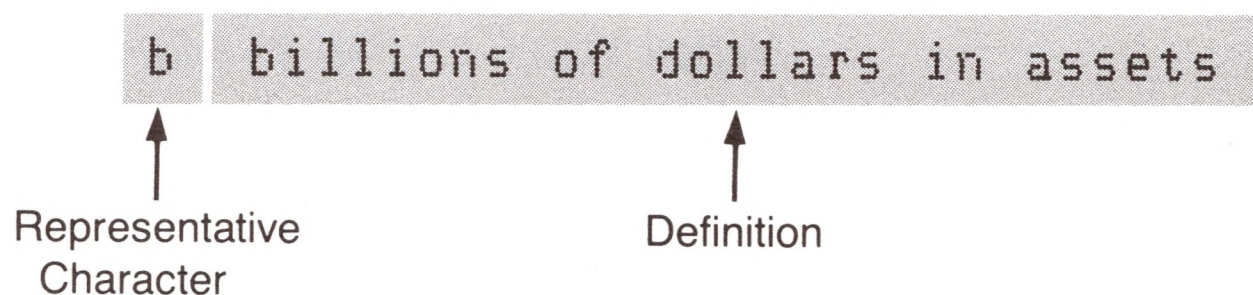
Making and Using a Glossary

If there are several phrases that you use again and again in your writing, or if there are a series of commands that you embed or execute frequently, you can put them into a glossary and then retrieve them as you need them—without having to type the entire phrase or command.

A glossary entry consists of two parts: a character and its definition.

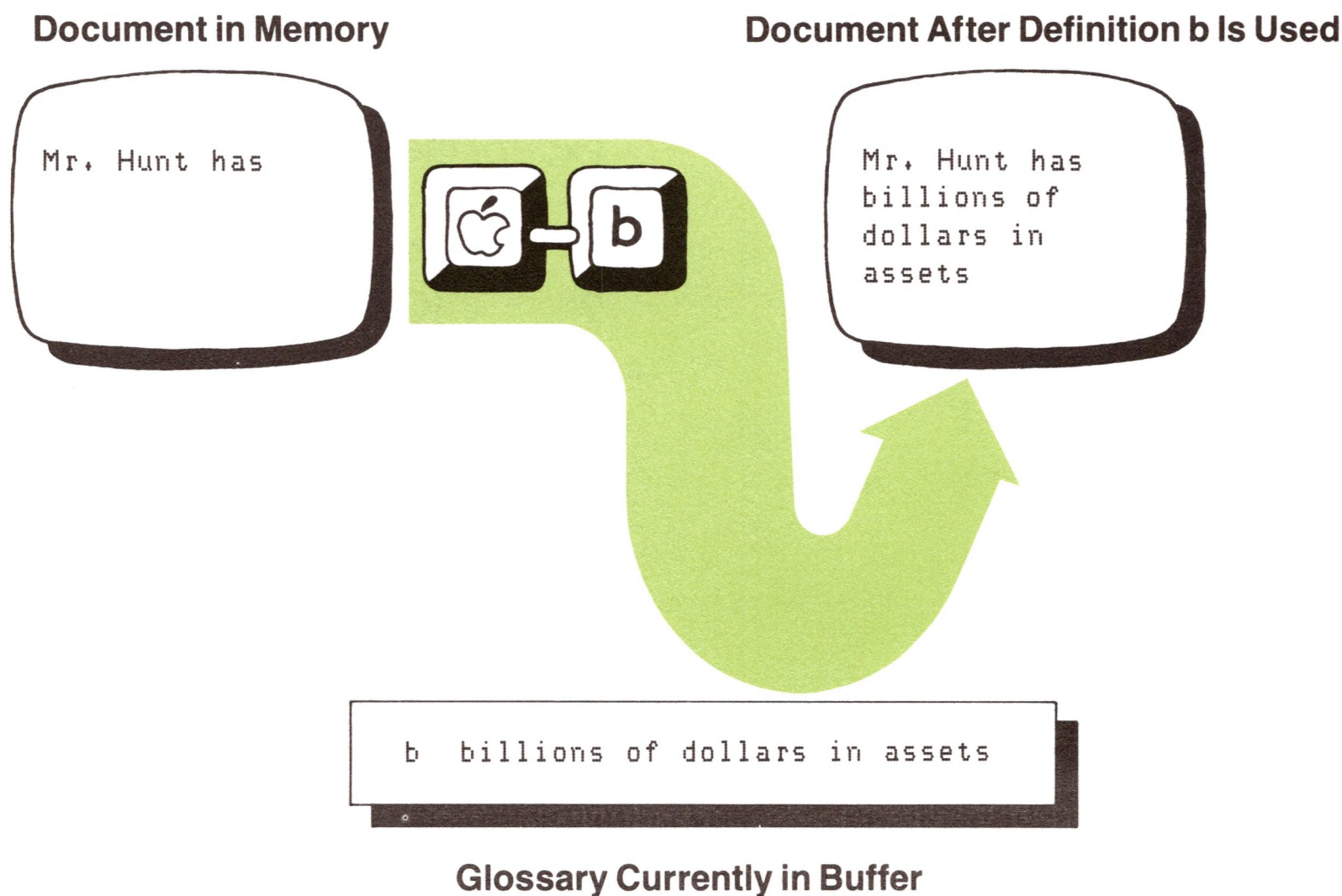
In a glossary, each phrase or series of commands is represented by a single character; a character's definition is the phrase or series of commands. Figure 3-13 shows a glossary entry with each part labeled.

Figure 3-13. A Glossary Entry



Look at Figure 3-14 to get an idea of how you can save typing by using a glossary. This figure shows the document in memory, the current glossary, and what the document looks like after Apple Writer puts in the definition represented by the character *b*. You'll learn what the commands in this figure mean shortly.

Figure 3-14. How Glossaries Save Typing



There are two ways to make a glossary: you can create a glossary just like any other document—by typing the glossary entries in the text buffer and then saving them in a file, or you can create a glossary by adding each entry to the glossary buffer and then saving the contents of the glossary buffer in a file.

You can also program the numeric keypad (the numbered keys to the right of the regular keyboard) for definitions that you use frequently. We'll tell you more about how to do each of these things shortly.

We Recommend: It's a good idea to program the numeric keypad for the definitions you use most frequently. We also recommend that you create your glossaries in the text buffer rather than the glossary buffer so that you can edit them immediately if you make a mistake.

What You Can Put in a Glossary

Each glossary entry consists of a character followed immediately by its definition. Glossary entries can differ quite a lot in length and content, but each entry starts after a `RETURN` and ends at the next `RETURN`.

Observe these rules when making a glossary:

- Use each character to represent only one definition within a glossary. Apple Writer finds only the first definition of a character; it ignores subsequent definitions represented by the same character.
- Use *any* keyboard or control character to represent a definition, *except* these:

*	[A]	[H]	[M]	[W]	←	ESCAPE
?	[G]	[L]	[U]	[X]	→	TAB

You can use almost any character to represent a definition. Be sure you use the character only once in a glossary.

Warning

Never use [W], [X], or `TAB` to represent glossary definitions. If you do, you will not be able to use the commands that copy words and paragraphs (`⌘-[W]` and `⌘-[X]`) or the command that tabs over text (`⌘-TAB`).

Glossary Definitions

A glossary definition can be

- text
- Apple Writer commands
- printer commands
- commands that get other glossary definitions
- WPL commands.

Text is inserted into your document at the position of the cursor when you use the definition. For instance, you could have glossary definitions represented by the lowercase letters *a* and *b* that look like this:

```
a blue chip stocks  
b Plunged to record depths
```

The definition represented by *a* would insert the words *blue chip stocks* at the cursor's position.

Apple Writer commands are executed when you use the definition. For instance, you could have a glossary definition represented by the uppercase letter *A* that looks like this:

```
AL,d1/letter]F!boom!bust!A]S,d2/newletter]
```

This definition would load the document named LETTER (on the disk in drive 1), change all instances of the word *boom* to *bust* and save the changed document in a file named NEWLETTER (on the disk in drive 2).

The right square brackets (]) in this definition stand for presses of **RETURN**. Don't forget to add them when they are needed by a command. Just type a right square bracket when you would normally press **RETURN** in a command.

The exclamation points in this definition are delimiters.

Remember: Inserted control characters are displayed as underlined uppercase characters.

To put a **RETURN** in a glossary entry, type a right square bracket.

To find out more about using the exclamation point as a delimiter, see "Delimiters, Wildcards, and Other Characters" later in this chapter.

Printer commands, which are not Apple Writer commands, are embedded into your document when you use the definition. For instance, if your printer required the unlikely control-character sequence [A] [B] [C] [D] [E] [F] [G] at the beginning of a document, you could make a glossary definition represented by the lowercase letter *p* that looks like this:

`pVABCDEFGV`

This definition would embed the control characters [A] [B] [C] [D] [E] [F] [G] into a document.

By the Way: `V` in this definition turns control-character insertion mode on and off.

Commands that get other glossary definitions insert, execute, or embed the definitions they represent, depending on the type of definition: text, Apple Writer commands, or printer commands. For instance, you could have a glossary that contains two separate definitions, and a third definition that combines them, like this:

`a blue chip stocks
b Plunged to record depths
cGaGb`

Note: `G` in the definition represented by *c* stands for [G]. It is a command that gets definitions from the glossary. To find out more about [G], see “Using a Glossary” later in this chapter.

In the definition represented by the lowercase letter *c*, [G]*a* gets definition *a*, and [G]*b* gets definition *b*—so that this would be inserted into a document:

`blue chip stocks Plunged to record depths`

Warning

If you use characters that represent other glossary definitions in a definition, don’t nest them more than eight deep. **Nesting** is when a definition refers to another definition, which refers to another definition, and so on. Don’t connect more than eight definitions. If you do, you’ll get this error message

WPL Error: Glossary nesting (Press RETURN)

and the remaining definitions in the sequence will not be executed.

A **nested** definition is one that is *within* another definition.

Some WPL commands can be put in definitions. See your *Apple Writer III Word Processing Language* manual to find out more.

In glossary definitions, the right square bracket (]) always stands for a `RETURN`—don't use it for anything else. You can use it to put several lines together in one definition. For instance, if you had this in a glossary:

```
rRod]ext. 2704]Bandolino Bldg.
```

It would look like this when inserted into a document:

```
Rod  
ext. 2704  
Bandolino Bldg.
```

Glossary Size Limits

Keep your glossaries within these size limits:

- Maximum size of a glossary is 2048 characters.
- Maximum size of each entry created in the glossary buffer is 128 characters.
- Maximum size of each entry created in the text buffer is 2048 characters.
- Maximum number of entries in a glossary is 99.
- No limit to number of glossary files.

Note that you can make a glossary in the text buffer that contains a single entry that is 2048 characters long—but if you do, there won't be any room for other entries.

Creating a Glossary in the Text Buffer

To make a glossary in the text buffer, follow these steps:

1. Clear memory (after saving any important contents on a disk) by pressing [N], typing Y, and pressing `RETURN`.

If you need more information, see "Clearing Memory" in Chapter 4.

2. Type a character followed by its definition—the phrase(s) or command(s) that the character stands for. Press **RETURN** after each entry. Start the next entry in column 1 of the next line. The glossary should be laid out like this:

```
a accounts receivable
$ billions of dollars in assets
```

or like this:

```
aaccounts receivable
$billions of dollars in assets
```

If you leave a space between the character and its definition, the definition will begin with a space when you add it to a document.

To insert control characters in a definition so that they are executed when you use the definition, press [V] to enter control-character insertion mode. Then type the command as you normally would, by holding down **CONTROL** and pressing the character(s) that you want to insert. When you're finished inserting control characters, press [V] to return to text entry mode.

Remember: If you must press **RETURN** to execute a command, type a right square bracket (]) in place of **RETURN** when you use the command in a glossary definition.

To insert control characters in a definition so that they are embedded in a document when you use the definition, see “How to Put CONTROL-V in a Glossary.”

3. When you have typed all entries, save the glossary in a file just as you would save a document in a file—by pressing [S] and typing the name of a file to save it in.

The glossary is now in a file on the disk that you specified. To use this glossary, you must load it into the glossary buffer. Then you can use the definitions in it.

For more information, see “Saving a Document in a File” in Chapter 4.

To find out how to load a glossary, see “Loading a Glossary So That You Can Use It.”

To find out how to use a definition in the glossary, see “Using a Glossary.”

How to Put CONTROL-V in a Glossary

To insert control characters in a definition so that they are embedded in a document when you use the definition, you must enter control-character insertion mode, insert [V], type the control characters you want to embed, insert [V] again, and then leave control-character insertion mode.

This presents a problem when you are creating a glossary in the text buffer, because when you press [V] while in control-character insertion mode, it causes you to leave the mode. However, there is an ingenious way to get around this: it's a little file named CONTROLV that's on your Apple Writer system disk.

Use the CONTROLV file to insert printer commands in a glossary created in the text buffer.

Follow these steps to put control characters in a definition so that they're embedded (rather than executed immediately) when you use the definition:

To find out more about loading a document, see "Loading Documents From Files" in Chapter 4.

1. After you have typed the character that represents the definition, load CONTROLV from the Apple Writer system disk by inserting the disk in the built-in drive, pressing [L], and typing `.d1/controlv`.
2. Press [V] to enter control-character insertion mode, then press the control characters in the usual way—by holding down **CONTROL** while you type the character.
3. When you finish entering the control characters, press [V] again to leave control-character insertion mode. Then load CONTROLV again, just as you did in step 1. The definition is now complete.

For example, you could make a glossary entry that embeds a [O] and looks like this:

 `bVOV`

To do so, you would perform these steps:

- 1. Type `b` (the character that represents the definition).
- 2. Load CONTROLV.
- 3. Press [V] to enter control-character insertion mode.
- 4. Press [O] (the control character you want embedded in your document).
- 5. Press [V] to leave control-character insertion mode.
- 6. Load CONTROLV.

Remember: You only have to use CONTROLV to embed control characters when you create a glossary in the text buffer.

Creating a Glossary in the Glossary Buffer

You can use definitions from the glossary buffer right after you enter them.

Here’s how to make a glossary in the glossary buffer—or to quickly add an entry to the buffer so that you can use the definition right away.

To Do This	Press This ... Then Type This	
To add an entry to the glossary buffer	[G]	?

When you see `Enter new definition:`, type a character followed by its definition, and press `RETURN`.

When you use `[G]?`, you must enter each glossary entry separately.



Warning

Make sure that you don’t use the same character to represent two different definitions. Apple Writer will find only the first definition of a particular character in the glossary buffer: it ignores subsequent definitions of the same character.

To insert control characters in a definition so that they are executed when you use the definition, just press **CONTROL** and the character(s) that you want to insert.

To insert control characters in a definition so that they are embedded in a document when you use the definition, enter control-character insertion mode by pressing [V], press **CONTROL** and the character(s) that you want to insert, then press [V] again to leave the mode. *Notice that this process is different from the one you use when you create the glossary in the text buffer.*



Warning

Glossary entries are purged from the buffer when you load a glossary from a file or turn off the computer. So, if you want to make the contents of the glossary buffer permanent, you must save them in a file, using the method described in “Saving the Contents of the Glossary Buffer” in this chapter.

For more information on saving and loading glossaries, see “Saving the Contents of the Glossary Buffer” and “Loading a Glossary So That You Can Use It” in this chapter.

You cannot edit a glossary while it’s in the glossary buffer. To edit a glossary created in the glossary buffer, you must save the contents of the glossary buffer in a file and then load the glossary into the text buffer.

Saving the Contents of the Glossary Buffer

If you add some definitions to the buffer and then decide that you want to use them again, save the contents of the buffer in a file.

[Q] gets you the Additional Functions Menu. Option F on this menu is *Save Glossary File*.

To Do This	Press This ... Then Type This	
To save the contents of the glossary buffer in a file	[Q]	F

When you see `Enter file name:`, type the name of the file to save the glossary in, and press **RETURN**.

By the Way: Once you have saved the contents of the glossary buffer with [Q]F, you can load the glossary into the text buffer (using [L]) and edit it like any other document.

Loading a Glossary So That You Can Use It

To use a glossary that you have saved with either [S] or [Q]F, you must load it into the glossary buffer.

To Do This	Press This...Then Type This	
To load a glossary from a file	[Q]	E
When you see Enter file name:, type the name of the file that you want to load, and press RETURN.		



Warning
When you load a glossary from a file, it writes over anything that was already in the glossary buffer. This means that any entries that were in the buffer are lost.

Removing Entries From the Buffer

Here's how to get rid of all the entries in the glossary buffer.

To Do This	Press This ... Then Type This	
To purge entries from the buffer	[G]	*

Remember: When you purge a glossary file from the buffer, only the copy that is in the buffer is lost—the original file is still safe and sound on your disk.

Using a Glossary

To put a definition from a glossary into your text, follow these instructions.

For more information on loading a glossary, see "Loading a Glossary So That You Can Use It."

For more information on adding definitions to the glossary buffer, see *Creating a Glossary in the Glossary Buffer*."

First, be sure the definition you want to use is in the glossary buffer. Either load the glossary that you have prepared from a disk with [Q]E, or add the definition to the buffer with [G]?

To Do This

Press This

To insert a definition from the glossary into the text at the cursor's position





Then type the character that stands for the definition you want.

For example, to get the definition that is represented by the character *a*, press

-a

The definition is then retrieved from the buffer and inserted into the text at the cursor's position.


Remember: -a and -A are not the same; they represent two separate definitions.

By the Way: You can also insert a definition from the glossary buffer into your document by pressing [G] and typing the character that stands for the definition.

For Example

Say the glossary in the buffer looks like this:

F Far-Eastern Westernwear
M Midwestern Datamulch
P PCB International, Inc.
t TRI-SERA-TOPS Corp.


To insert *PCB International, Inc.* into your text, move the cursor to the position where you want to insert the name and press -P. You must type a lowercase *p* since that's the character that represents the name.

Voila! The name appears.

For an even easier way to create a form letter, see Appendix A.

By making an extensive glossary, you can make correspondence a snap. For instance, you could compose many different letters and memos with just a few keystrokes using this glossary:

```
n non-Profit institution
J really can help you get the job done--in a hurry!
+ Plus more than five (5!) times the effectiveness of most other
  brands available on the market today
- although it costs a little more
TThank you for your interest in
! a thermocouple for every occasion!
3 three layers of heavy duty ductile ducts
@Thanks to a secret manufacturing process,
w with a record of achievement in
m Medflies make the best hosts!
P\We believe in our product\
```


Notice that the entry that begins with a plus sign (+) is two lines long. There is no  at the end of the first line of this entry—it is only at the end of the entire entry.

Neat Tricks With Glossaries

Here are some ways to save time and keystrokes with glossaries.

Programming the Numeric Keypad for Frequently Used Definitions

For single-press glossaries, use the numeric keypad.

If you use one of the keys on the numeric keypad to represent a definition in a glossary, you can retrieve the definition simply by pressing the key on the numeric keypad that stands for it—without pressing  first!

Apple Writer is shipped with a preprogrammed numeric keypad. To find out more, see Appendix C.

To program the numeric keypad, follow these steps:

1. Create a glossary, using the characters on the numeric keypad—0 through 9, period (.), or minus sign (-)—to represent each definition. You can create the glossary in the text buffer or in the glossary buffer—it makes no difference.
2. Put the glossary in the glossary buffer. If you created the glossary in the text buffer, save it in a file and then load it into the glossary buffer using [Q]E.
3. Then to use a definition in the glossary, type the character on the numeric keypad that stands for it. The definition is inserted into your text.

Remember to save the glossary in a file for later use.

A Built-In Glossary of Printer Commands

Included on the Apple Writer system disk is a glossary file named SPECIAL that contains

- special printer commands for the Apple Dot Matrix Printer
- commands that generate subscripts and superscripts on the Apple Daisy Wheel Printer
- a command that inserts a backspace in a document.

If you are using either of the Apple printers, the glossary named SPECIAL is already set up for you—just load it and use it. If you're using another type of printer, stay tuned anyway. SPECIAL is an example of the type of glossary you can create for your printer.

By the Way: A superscript is a character that is printed slightly above the normal line of text, like the letter *b* in this text:

Studies^b show that

A subscript is a character printed slightly below the normal line of text, like the number 1 in this expression:

$n_1 + n$

Table 3-1 lists each printer command contained in SPECIAL, what it does, and which printer uses it. It also shows how the entry looks in the glossary, what to press to insert the command in a document, and how the command looks when it is inserted in a document.

Table 3-1. What the Commands in SPECIAL Do. ADM stands for “Apple Dot Matrix” Printer; ADW stands for “Apple Daisy Wheel” Printer.

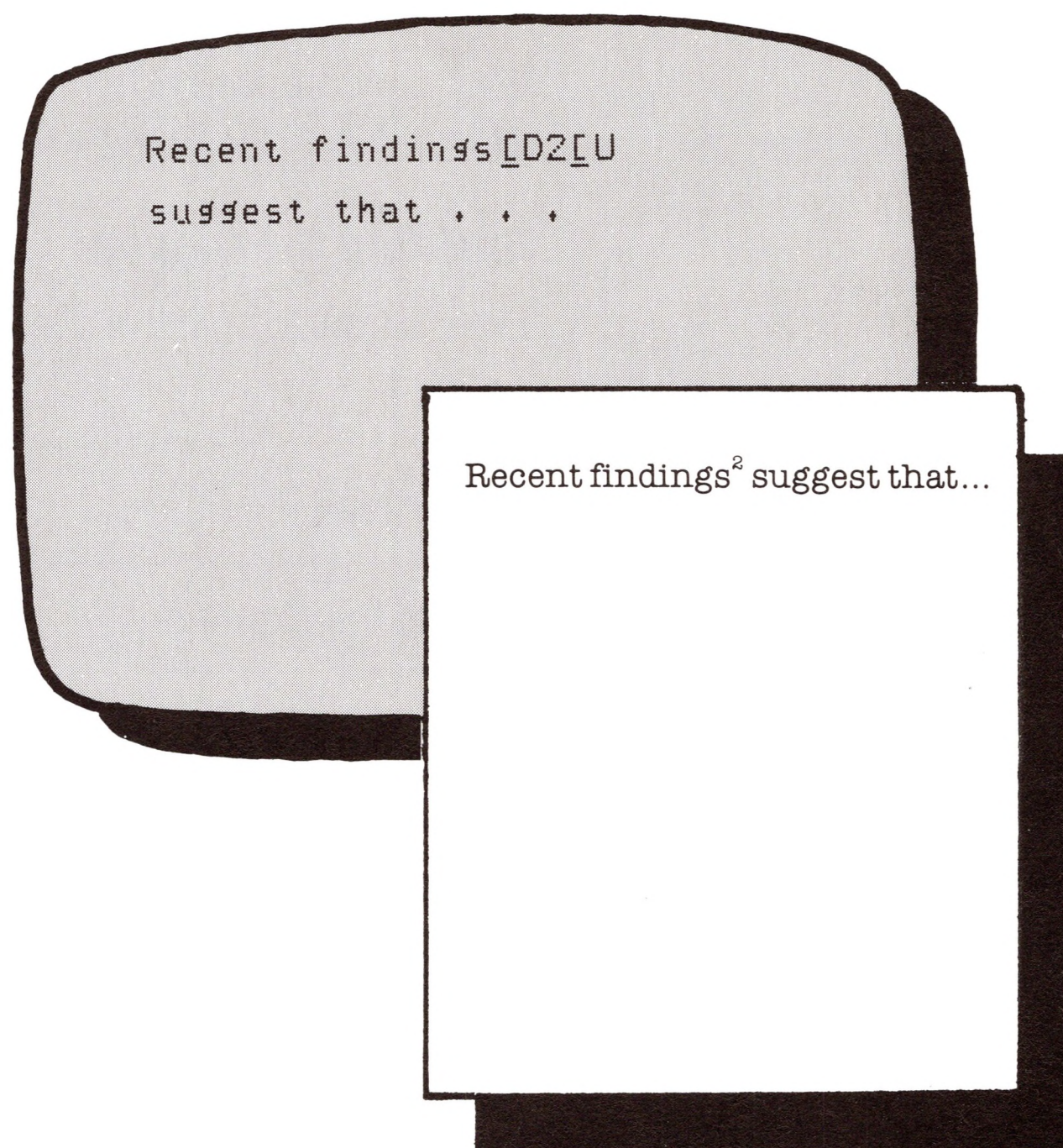
Printer Command	What It Does and the Printer That Uses It	Glossary Entry	What You Press	How It Looks in a Document
<code>[ESC]-Q</code>	Turns on 17 Pitch/ADM	7V[EQ	<code>[C]-7</code>	[Q
<code>[ESC]-E</code>	Turns on 12 Pitch/ADM	2V[VE	<code>[C]-2</code>	[E
<code>[ESC]-N</code>	Turns on 10 Pitch/ADM	0V[VN	<code>[C]-0</code>	[N
<code>[ESC]-!</code>	Turns on Boldface/ADM	BV[VI	<code>[C]-B</code>	[!
<code>[ESC]-"</code>	Turns off Boldface/ADM	bV[V"	<code>[C]-b</code>	["
<code>[ESC]-X</code>	Begins Underlining/ADM	_V[VX	<code>[C]-_</code>	[X
<code>[ESC]-Y</code>	Ends Underlining/ADM	-V[VY	<code>[C]--</code>	[Y
<code>[ESC]-D</code>	Turns on Superscripts/ADW	KV[VD	<code>[C]-↓</code>	[D
<code>[ESC]-U</code>	Turns on Subscripts/ADW	JV[VU	<code>[C]-↑</code>	[U
<code>[CONTROL]-H</code>	Inserts Backspace/Any Printer	HVHV	<code>[C]-←</code>	H

Here’s how to insert one of these commands into the document in memory. When SPECIAL is in the glossary buffer, press `[C]` and then type the character that stands for the command or word. See the column “What You Press” in Table 3-1.

Subscript and superscript commands must be used in pairs. If you insert a subscript command to the left of a character, you must insert a superscript command to the right of it, and vice versa, so that subsequent text will be printed normally. Figure 3-15 shows how this is done.

Figure 3-15. A Pair of Superscript and Subscript Commands

How It Looks on the Display:



How It Looks When Printed.

If you're not using either of the Apple printers, you can still use the SPECIAL glossary, but you must replace its commands with the commands that your printer uses. To do so, follow these steps:

1. Use [L] to load SPECIAL into the text buffer.
2. Leave the character that represents each command intact (that is, 7, 2, and so on), but delete each command (V[VQ, V[VE, and so on). See the column "Glossary Entry" in Figure 3-1. Then insert the control characters used by your printer.
3. Save the glossary in a file with a different name, using [S].
4. Then, to use your customized glossary, load it into the glossary buffer, using [Q]E.

To find out how to insert control characters for printers, see "How to Put CONTROL-V in a Glossary" earlier in this chapter.

To find out the commands for your printer, see your printer manual.

Splitting the display lets you see two parts at once.

Editing With a Split Display

You can compare and edit two different parts of the same document, or two different versions of a document, by splitting the display in two.

Splitting the Display

Here's how to split the display horizontally into two 12-line displays.

To Do This	Press This ... Then Type This	
To split the display	[Y]	Y
and press RETURN .		

Splitting the display does not affect your text or the commands that you use to edit it; it affects only the way the text is shown on the display.

Moving the Cursor Between Displays

To move the cursor to the alternate display so that you can edit text there, follow these instructions.

With the display split into two

To Do This	Press This ... Then Type This	
To move the cursor from one display to another	[Y]	RETURN

Each time you press [Y] RETURN, the cursor is activated in the opposite display at the position it last occupied in that display.

Restoring the Display

Here's how to return the display to normal.

To Do This	Press This...Then Type This	
To restore a single display	[Y]	N
and press RETURN .		

Using a Split Display to Compare and Move Text

Split display is especially useful for comparing two pieces of text and moving text from one place to another.

Comparing Two Parts of a Document

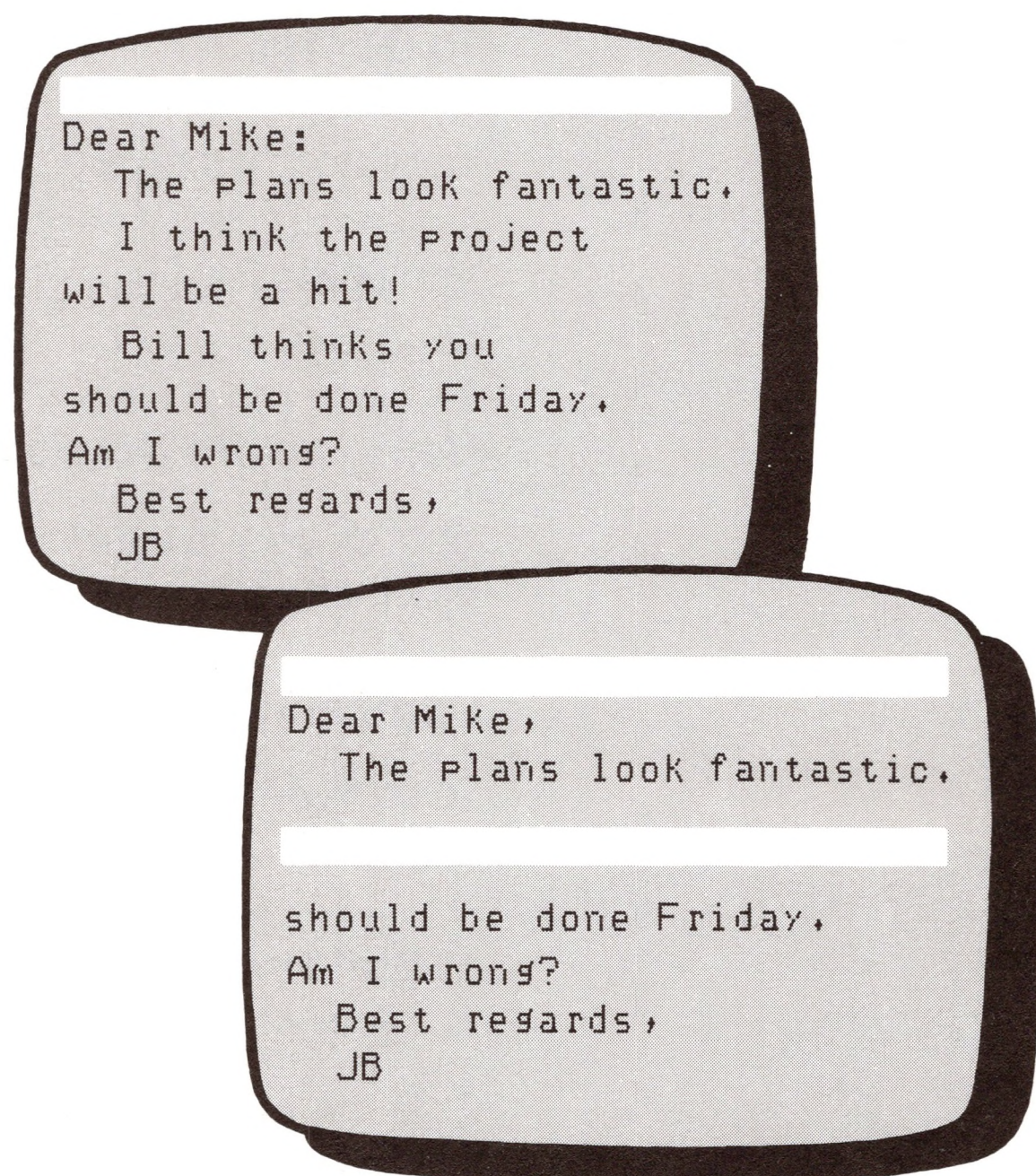
To see two different parts of a document in memory, follow these steps:

1. Split the display, by pressing [Y], then typing Y, and pressing RETURN.
2. In the display in which the cursor is active, move the cursor so that the part of the document you want to see is displayed.
3. Move the cursor to the other display, by pressing [Y] RETURN.
4. Move the cursor to the other part of the document that you want to see.

You can edit text in either display, using the same commands that you would use if the display were not split.

Figure 3-16 shows the beginning of a document in a normal (single) display and how you can use a split display to see the beginning and end of the document at the same time.

Figure 3-16. Normal and Split Displays



Comparing Two Documents

Follow these steps to compare the document in memory with another document:

1. Save the document in memory.
2. Put the cursor at the end of the document.
3. Load the other document from its file. (Don't clear memory first.)
4. Follow the instructions in "Comparing Two Parts of a Document."

To find out how to load a document, see "Loading a Document From a File" in Chapter 4.

Warning

The two documents that you started out with became one when you put them in memory together. If you save this document, use a new name so that you don't write this combined document over the contents of the first document.

By the Way: Try loading the second document with the backslash (\) option described in “Peeking at the Contents of a File” in Chapter 4. This lets you see the second document without actually putting a copy of it into memory.

Moving Text With a Split Display

A split display is especially useful when you are rearranging pieces of text that are not adjacent. With a split display, you can see both pieces of text at the same time and move text from one display to another.

For instance, when the display is split, follow these steps to move a paragraph from one display to another:

1. Place the cursor at the end of the paragraph. Check that the direction arrow points left (◀). Then delete the paragraph by pressing [X].
2. Activate the cursor in the other display by pressing [Y] RETURN. Then move the cursor to the new location for the paragraph.
3. Retrieve the paragraph, by pressing [X] when the direction arrow shown in the same display points right (▶).

Delimiters, Wildcards, and Other Characters

A **delimiter** is a character that marks the beginning and end of a sequence of characters. In written English, the space is used as a delimiter between words.

A **delimiter** is a character that marks the beginning and end of a piece of text to find, save, or load. In Apple Writer III, the standard delimiter is an exclamation point (!), but several other characters can also be used as delimiters.

For instance, a delimiter commonly used with the find command is the slash (/), which cannot be used with save and load commands since slashes already delimit each part of the name of a file in these commands.

A **wildcard** is a character that stands for any character. For more information, see “Wildcards” later in this chapter.

An **any length character** is one that stands for any number of characters. For more information, see “Any Length Characters” later in this chapter.

A **carriage return character** is one that stands for RETURN. For more information, see “Carriage Return Characters” later in this chapter.

Besides delimiters, there are three types of characters that have special meaning when used with the find command in Apple Writer—**wildcard** characters, **carriage return** characters and **any length** characters. Each of these will be introduced shortly. These three types of characters represent other characters when you use them with delimiters other than the exclamation point or the slash. When you use them with either the exclamation point or slash, they have no meaning.

When to Use the Standard Delimiter

Use the exclamation point (!) as your delimiter, unless

- there's an exclamation point in the phrase you want to find or in the beginning or ending marker of the text you want to save or load
- you want to use a wildcard, any length, or carriage return character.

Other Delimiters

If you cannot use the exclamation point as your delimiter, there are several other characters that you can use. These characters are shown in Table 3-2.

The characters shown on the same line and to the right of each delimiter—under the headings “Any Length,” “Carriage Return,” and “Any Character”—have special meanings when they are used with that delimiter in a find command.

So, if you use a delimiter other than the exclamation point or the slash, make sure that the text that you put between the delimiters does not contain any of the three characters shown to the right of the delimiter in Table 3-2.

Table 3-2. Delimiters and Other Characters

Delimiter	Any Length	Carriage Return	Any Character (Wildcard)
\	none	none	none
!	none	none	none
<	=	>	?
#	\$	%	&
&	'	()
*	+	,	-

Any length, carriage return, and wildcard characters have no meaning when used in save and load commands. However, you can still use any of the delimiters in column 1 of Table 3-2, except the slash (/), in save and load commands.

For Example

If you want to use the standard delimiter to find the phrase *market value*, check the direction arrow and cursor position, then press [F] and type

```
!market value!
```

The bottom of the display looks like this:



```
[F]ind :!market value!⌵
```

Then press **RETURN**.

To find a phrase that contains an exclamation point, such as *Our's = top \$ value!*, you must use another delimiter. In fact, you must use one that also doesn't have an apostrophe ('), an equal sign (=), or a dollar sign (\$) to the right of it in Table 3-2. In this case, you could use the asterisk (*). Check the direction arrow and cursor position, then press [F] and type

```
*Our's = top $ value!*
```

The bottom of the display looks like this:



```
[F]ind :*Our's = top $ value!*⌵
```

Then press **RETURN**.

Wildcards

A wildcard is a character that stands for *any character*. When you use a wildcard in a find command, Apple Writer ignores any character found in the wildcard's position. It means "don't try to match this character, just accept whatever character is there." For instance, the question mark (?) wildcard in this command

```
[F]ind :<an?????<
```

would find these words and character groups

analyst
anarchy
antacid
chance to
ants in
standard
antarct

if they occurred in your document because this command finds all instances of seven characters that begin with *an*.

Notice that it will find not only *words* that have seven characters, but any seven-character group that begins with *an*. It makes no difference whether one or more of the characters is a space or whether the seven-character group is the beginning of a longer word.

See Table 3-2 to find out what other characters you can use as wildcards and which delimiters, any length characters, and carriage return characters you can use with them.

Any Length Characters

An any length character is a character that stands for a *character group of any length* when it is used in a find command. It tells Apple Writer to accept any number of characters found in its position, just as long as all other characters of the group match. For instance, the equal sign (=) any length character in this command

```
[F]ind :<J=1981<
```

would find these phrases

July 31, 1981

January 12th 1981

Jack says sales grew in 1981

if they occurred in your document because the command finds groups of text of any length that begin with the letter *J* and end with the numbers *1981*.

See Table 3-2 to find out what other characters you can use as any length characters and which delimiters, wildcards, and carriage return characters you can use with them.

Carriage Return Characters

A carriage return character is a character that stands for `(RETURN)`. It is the character to use when you want to put a `(RETURN)` in a find command. (If you tried to insert a carriage return by pressing `(RETURN)`, you would exit from the find command.)

For instance, the percent sign (%) carriage return character in this command

```
[F]ind :#%PCB International, Inc. #
```

would cause Apple Writer to find the name *PCB International, Inc.* only when it is at the beginning of a paragraph because the command finds all instances of the name that are preceded by a `(RETURN)`.

See Table 3-2 to find out what other characters you can use as carriage return characters and which delimiters, wildcards, and any length characters you can use with them.

Remember: In the section “Leaping Whole Paragraphs in One Bound” you learned to press [F] and type <> to move the cursor a paragraph at a time.

For Example

To find the names on this list

Dr. Mary S. Sciatica
Dr. John Dice
Ms. Melinda S. Jones
Mr. Harvey P. Jowles
Dr. Staff (“Phil”) Coccus
Mr. & Mrs. John Q. Worthingham, Jr.

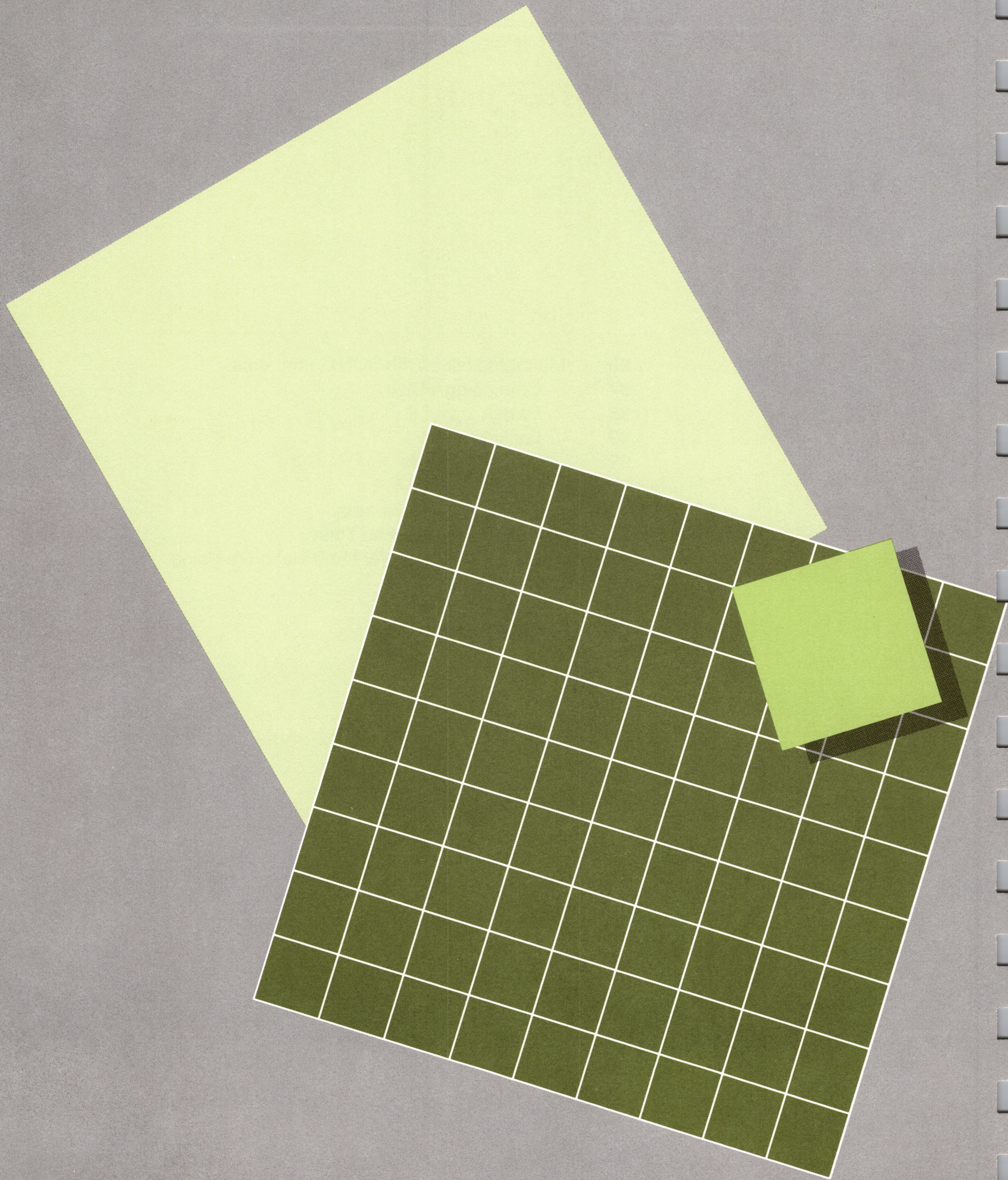
of doctors whose first names are four characters long, you would press [F] and then type

<Dr. ???? =><

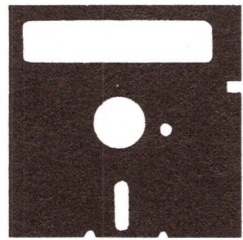
Managing Files

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Managing Files



This chapter explains the Apple Writer III commands that you use to clear memory, to manage files, and to save and load documents in files on disks. If you have not read “How to Use Part II,” do so before you begin this chapter.

For more information about **SOS**, pronounced “sauce,” see the *Apple III Owner’s Guide*.

Syntax refers to the rules that govern how to give a command to the computer.

What You Need to Know Before Managing Files

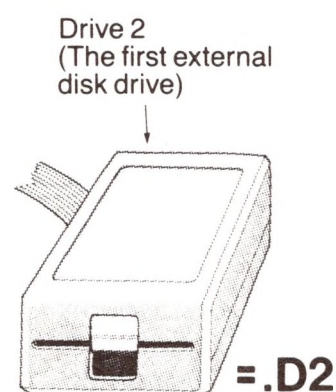
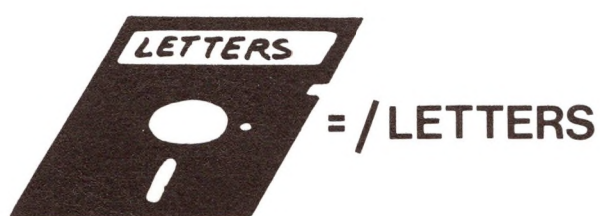
Apple Writer uses **SOS** (the Apple III’s Sophisticated Operating System) to save and load documents in files, to delete, rename, lock, and unlock files, to create subdirectories, specify a default disk, and to format and catalog disks.

When you tell SOS to perform one of these functions, you must tell it which file and/or disk to perform it on. You must type this information with the correct **syntax**—that is, in the correct order with the correct punctuation.

How to Tell SOS Which Disk and File to Use

There are two ways to tell SOS which disk to use:

- You can type the name of the disk, which is always preceded by a slash (/).
- You can type the name of the drive that the disk is in, which is always preceded by a period (.).



In other manuals, the *name of the disk* is sometimes referred to as the *volumename* and the *name of the disk drive* is sometimes referred to as the *device number*.

To tell Apple Writer which file to use, type the name of the disk or disk drive, followed by a slash (/) and the filename.

For instance, here are the two ways to tell SOS to use the file named JUNE24 on the disk named LETTERS that's in drive 2 (the first external disk drive):

Type

```
/letters/june24
```

or type

```
.d2/june24
```

You can type the file, disk, and disk drive names in upper- or lowercase—it makes no difference.

By the Way: If a disk's name isn't written on its label, you can find out what it is by cataloging the disk. To find out more, see "Cataloging a Disk" in this chapter.

To find out how to create a **subdirectory**, see "Creating a Subdirectory" later in this chapter. To find out more about using subdirectories, see the *Apple III Owner's Guide*.

In some cases, especially if you're using a rigid disk, you may also need to specify the name of a **subdirectory**—a file that contains a list of other files that can be reached through that subdirectory name.

To tell Apple Writer to use a file in a subdirectory, type the name of the disk or disk drive, followed by a slash and the subdirectory name, followed by a slash and the filename.

For instance, here are the two ways to tell SOS to use the file named JUNE24 that's in the subdirectory named MARK on the disk named LETTERS that's in drive 2:

Type

```
/letters/mark/june24
```

or

```
.d2/mark/june24
```


There are three phrases in this manual that are very similar but which have important distinctions:

- The *filename* is just the last name of the file—it doesn't include the disk name, disk drive name, or subdirectory name.
- The *full name of the file* is its entire name, including the disk or disk drive name, subdirectory names (if any), and filename.
- The *name of the file* can be the filename, the full name of the file, or something in between—it depends on whether or not you're using the **default disk**. (More about this shortly.)

In other manuals, the *full name of the file* is sometimes referred to as the *pathname*.

Figure 4-1 shows the difference between the *filename* and the *full name of the file*.

Full name of the file:	LETTERS/MARK/JUNE 24
Filename:	JUNE 24

In this figure, the *name of the file* could be any of these:

```
/letters/mark/june24
      /mark/june24
            /june24
```

The Rules and Limits of Names

Table 4-1 shows which characters you may use in disk names, subdirectory names, and filenames, and how long each name may be.

Table 4-1. Disk, Subdirectory, and Filenames

Disk Names, Subdirectory Names, and Filenames

Must Begin With:	A Letter
Can Contain:	Letters Numbers Periods
Cannot Contain:	Spaces Any Character That Is Not a Letter, Number, or Period
Maximum Length:	15 Characters

Here are some names that *can* be used for disks, subdirectories, and files:

Apple1
Hi.Ann

Table 4-2 shows some names that *cannot* be used for disks, subdirectories, or files (and the reasons why):

Table 4-2. Illegal Names

Illegal Name	Reason Why
Apple#1	Special characters like # not allowed.
3reasons	Doesn't start with a letter.
hi Ann	Can't contain a space.
januaryinventory	Too long.

Table 4-3 shows Apple III disk drive names.

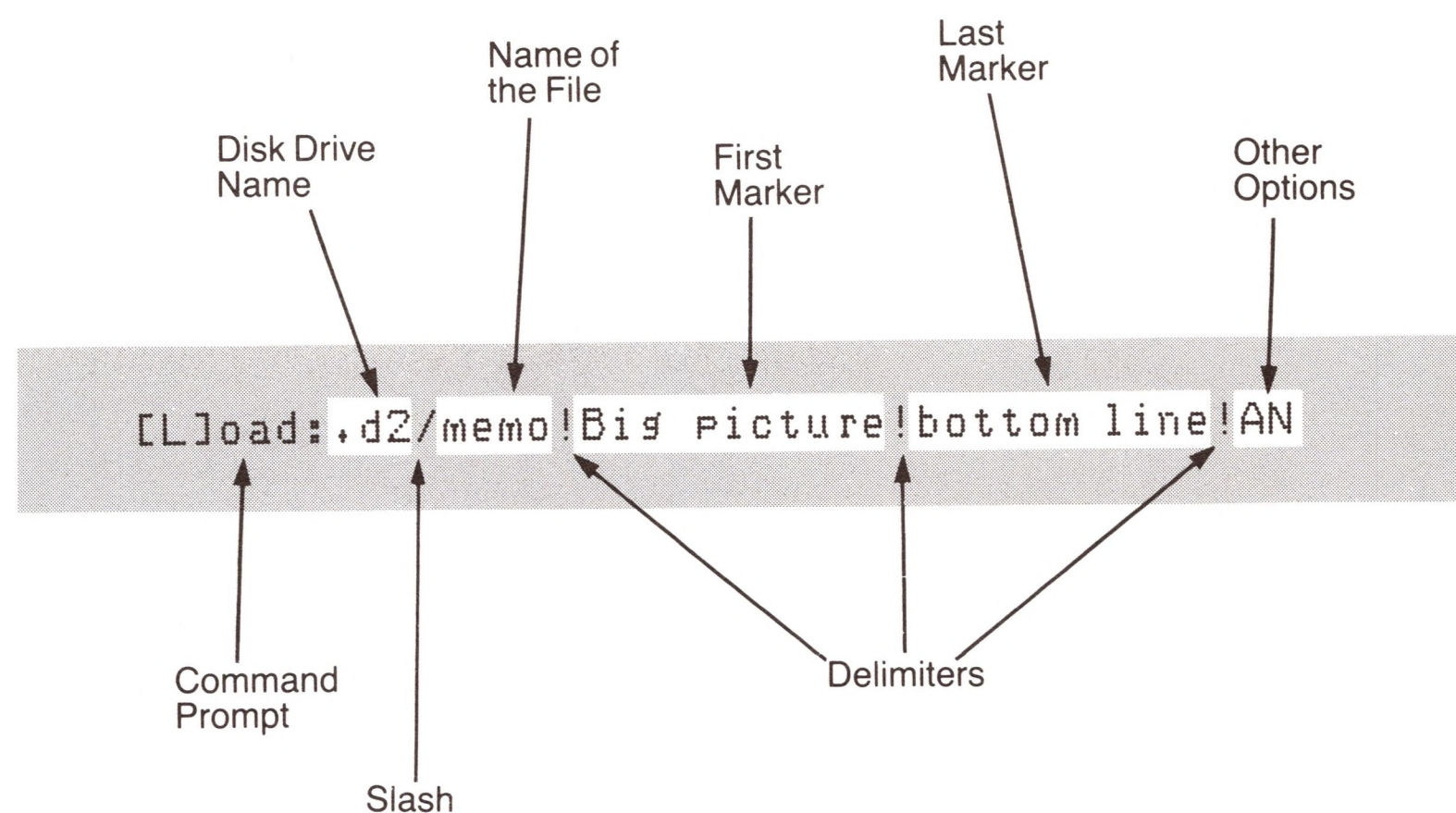
Table 4-3. Disk Drive Names

Drive Names	
Built-in Drive	.d1
First External Drive	.d2
Second External Drive	.d3
Third External Drive	.d4
ProFile	.profile

The Order and Punctuation of Names and Options

Figure 4-2 is an example of the syntax of an Apple Writer command—the order and punctuation of the names and options that follow the command—with each part labeled. (We'll explain this command and its options later in this chapter.)

Figure 4-2. Command Syntax



The load command in Figure 4-2 loads the document from a file named MEMO that's on the disk in drive 2. But the command only loads those portions of the document that are between the words *big picture* and *bottom line*, without loading the words *big picture* and *bottom line*.

Commands, filenames, the *d* in the disk drive name, and options may be entered in upper- or lowercase. But the words between the delimiters—the **markers**—must be typed exactly as they occur in the text, otherwise, Apple Writer won't find them.

The Quickest Way to Name a File

In Apple Writer, there's always a default disk—a disk that the system will use if you don't tell it to use another one.

When you start up the system, the startup disk—in this case, the Apple Writer III system disk, AW3MASTER—automatically becomes the default disk.

However, you can change which disk is the default disk (and you can specify a default subdirectory, too) by setting the **prefix** to the name of a different disk.

The word or phrase between delimiters is called a **marker** because it marks the part to load.

To find out how to set the **prefix**, see "Setting the Prefix for the Disk You're Using" later in this chapter.

You can save a lot of typing—particularly if you have long disk names or if you’re using subdirectories—by setting the prefix to the disk (and, if you like, subdirectory) name that you plan to use most often during a session. Then you’ll only have to type the part of the name that isn’t in the prefix.

Remember: Throughout this manual, when we tell you to type the *name of the file*, we mean to type as much of the name as is necessary.

For instance, if the prefix is currently set to /ECON and you want to save a document in /HORSES/TROJAN, you would have to type out the full name of the file because HORSES is the name of a different disk. But if the prefix is already set to /HORSES, all you would have to type is the filename TROJAN.

When the prefix is set, you can still use other disks and files—but you have to type out their full names.

The File Management Commands

The rest of this chapter tells you how to use each of the file management commands.

Saving Documents in Files

To **save** a document in a file means to put a copy of the contents of memory onto a disk. When you save a document in a file, you must give it a name. The rules for Apple Writer filenames are the same as those for SOS filenames. The rules are shown in Table 4-1.

You can type filenames in uppercase or lowercase—when it comes to filenames, Apple Writer does not recognize a difference between the two.

There are several ways to save the document in memory: you can save all of it in a file, part of it in a file, or you can save all or part of it onto the end of an existing file.

Save documents to make them permanent.

Saving a Document in a File

Here's how to save a copy of the entire contents of memory in a file.

To Do This	Press This
To save the entire document in a file	[S]

When you see [S]ave :, type the name of the file to save the contents in and press RETURN.

For instance, to save the document in a file named FEB82 on a disk named INVENTORY, press [S] and type

/inventory/feb82

By the Way: Usually it's quicker to type the disk drive name than the disk name when specifying the name of a file.

For instance, you could save a document in the file FEB82 on the disk in drive 2 by pressing [S] and typing

.d2/feb82

If you save the document to the default disk, you do not have to specify the disk name or the disk drive name—you can just type the filename by itself. Apple Writer automatically uses the default disk if you do not specify a disk. The only time that you must type the disk name is when you want to use a disk other than the one that is currently the default.

If you save a document using a filename that already exists, Apple Writer will ask you if you want to delete the information that's already in that file.

For instance, if you try to save a document in a file named FEB82 on the disk named INVENTORY and there's already a file named FEB82 on that disk, you will see this prompt:

Delete old Feb82? Y/N ⌘

With this prompt displayed

To Do This	Press This
To delete the existing document and save the new one in its place	Y
To keep the existing document and save the new one in a different file	N

Then press [S] and type a filename that has not yet been used on the disk.



Warning

Don't save a document to a filename that already exists—unless you want the present contents of memory to replace the contents of the file!

You can protect your files by locking them. To find out more, see “Locking a File” in this chapter.

To Do This	Press This ... Then Type This
To get a list of the files on a disk	[S] ?

and press RETURN.

Then, type the name of the disk (or the name of the disk drive that contains the disk) whose catalog you want to see, and press RETURN.

When you save a document in a file, its filename appears on the data line until you erase memory, save to a new filename, quit Apple Writer, or turn off the computer. When the filename you want to save to appears on the data line, there's a speedier way to save.



Use [S] = for the quick way to save.

Save frequently.

If you get an error message when saving a document, see Appendix D.

To Do This

Press This ... Then Type This

To save a document in the file named on the data line

[S]

=

and press **RETURN**.

[S] = always saves the entire document; you cannot use [S] = to save part of a document.

When you are working on a document, you should save the contents of memory every 15 minutes or so. That way, if there is a sudden loss of power to the computer, you won't lose a lot of work.

For Example

To save the contents of memory in a file named MEMO on the disk in drive 1, press [S] and type

```
.d1/memo
```

The display shows this:

```
[Slave:.d1/memo␣
```

Press **RETURN** to execute the command.

Saving Part of a Document in a File

You can save part of the document in memory in a file. This is a good way to create a new file from part of an old file. Follow these steps:

1. Place the cursor at the beginning of the text segment to be saved.
2. Press [S] and type the name of the new file.
3. Type, between delimiters, the last word or phrase in the segment to be saved. The word or phrase between delimiters is called a *marker* because it marks the segment to save. The bottom of the display should now look something like this:

```
[Slave:.d1/filename!ending marker!␣
```


To find out about other delimiters, see "Delimiters, Wildcards, and Other Characters" in Chapter 3.

4. Press **RETURN**. The text between the cursor and the ending marker is saved in the named file.

Normally, an exclamation point (!) is used as the delimiter. If the word or phrase that you use as a marker contains an exclamation point, you cannot use the exclamation point as the delimiter for that marker.

For Example

If you have this text in memory

```
Traditionally, Brand X toothpaste has brought us brighter smiles  
with every quarter. However, Brand X--the industry leader in  
1979--has been in steady decline for the last two years. Murten  
and Roberts believe that at least 50% of this decline is because  
of its name.
```

and want to save the second sentence in a new file named BRANDX on the disk in drive 2, put the cursor on top of H in However, then press [S] and type

```
.d2/brandx!years.!
```

The bottom of the display then looks like this:

```
[S]ave:.d2/brandx!years.!
```

Press **RETURN** to execute the command.

Adding Text Onto the End of a File

Here's how you can add all or part of the document in memory onto the end of the contents of an existing file, without loading the file.

First, press [S] and type the name of the existing file, the one you want to add the text onto. (If you want to save only part of the document, put the cursor at the beginning of the part to save, then press [S], type the name of the file, then type the ending marker between delimiters.) Then

To Do This

Press This

To add all (or the specified part) of a document in memory onto the end of an existing file

+

and press `(RETURN)`.

When you see Delete old filename (Y/N) ?, type Y and press `(RETURN)` to add the text onto the end of the file.

For Example

To add this portion of the text in memory

```
Traditionally, Brand X toothpaste has brought us brighter smiles
```

onto the end of a file named OLDBRANDS on the default disk, put the cursor on top of T in Traditionally, then press [S] and type

```
oldbrands!smiles!+
```

The bottom of the display then looks like this:

```
[S]ave:oldbrands!smiles!+⌘
```

Then press `(RETURN)` to execute the command, type Y in response to the prompt, and press `(RETURN)` again.

Clearing Memory for a New Document

Before working on a new document, you should always save the document currently in memory in a file on a disk and then erase memory—unless you want to insert the new document into the document currently in memory.

Load documents when you want to use them.

To Do This

Press This

To get the option to erase the contents of memory

[N]

When you see [N]ew (Erase Memory) Yes/No ?, you have a choice.

If you pressed [N] by accident, or decide that you don't want to erase memory after all, cancel the command by pressing N and then **RETURN**. Otherwise, type Y to confirm that you do want to erase memory, and then press **RETURN**.

By the Way: [N]Y erases only the part of memory that's reserved for your document; it does not erase the contents of any of the other buffers.

[N]Y automatically points the direction arrow to the left (◀).

Loading Documents From Files

To **load** a document from a file on a disk means to put a *copy* of the document into memory.

The editing you do on the copy of the document that's in memory has no affect on the copy that's in a file on a disk until you save it. Then, the copy in memory writes over the copy that's on the disk. So, if you make a drastic mistake while editing the document in memory, don't save it in a file! Just clear memory, load another copy of the document, and resume editing. (If you must save it, at least don't save it in the same file—use a new filename.)

In Apple Writer, there are several ways to load a document: you can load an entire document from a file, part of a document from a file, or all or part of a document from memory. There is also a way to load a document so that you can peek at it, without putting it into memory.

If You Forget the Name of a File...

If you're ready to load a document but can't remember its name, here's a quick way to see the filenames of all the documents on your disk.

[L]? lists the files on a disk.

To Do This	Press This ... Then Type This	
To display a list of the files on a disk	[L]	?
and press <code>RETURN</code> .		

[L]? gives a list of the files that are on the default disk. To list the files on another disk, press [L]?, then type the name of the disk or the name of the disk drive.

For instance, to list the files on the disk in drive 2, press [L] and type ?. Then, in response to this prompt

Enter drive number:

type

.d2

Loading a Document From a File

Here's how to load an entire document from a file on a disk.

To Do This	Press This
To load a document	[L]
When you see [L]oad :, type the name of the file whose contents you want to load, and press <code>RETURN</code> .	

The document is loaded from the file, and the cursor is at the end of the document.

If you load a document when there is no other document in memory—that is, at the start of a session, or after erasing memory with [N]—its filename is displayed on the data line.

If you load a document when another document is already in memory, the document that you load is inserted into the document in memory at the position of the cursor, and the name of the document that was already in memory stays on the data line.

By the Way: If you load a document when another document is already in memory, there's a chance that there won't be enough space in memory for all of the document you're loading. If there is not enough space, the Apple III's bell will sound, and `Mem: 0` will be displayed on the data line.

At this point, memory contains the document that was originally in memory plus part of the document you were loading.

To recover, break the contents of memory into two files. To do this, delete some of the text in memory (so that you have some room in the document for future editing), save the contents of memory in a file, and clear memory. Then load the document that you were loading when memory overflowed, delete the first part of it (since you already saved it in the first file) and save the rest of it in another file.

When the name of the document that you want to load is already on the data line, there's a quick way to load the document.

To Do This	Press This ... Then Type This
To load the document named on the data line	[L] =
and press <code>RETURN</code> .	

If you get an error message while loading a document, see Appendix D for more information.

[L] = always loads the entire document; you cannot use it with markers to load part of a document.

For Example

To load a document from a file named MEMO on the default disk, press [L] and type

memo

The bottom of the display looks like this:



```
[L]oad: memo␣
```

Then press `RETURN` to execute the command.

Loading Part of a Document From a File

To load part of a document from a file, you must specify *markers*—the first and last word(s) of the part to load. Follow these steps:

1. Press [L] and type the name of the file.
2. Type the beginning marker (the first word or phrase of the part to load) between delimiters, then the ending marker (the last word or phrase of the part), and a final delimiter. The load command should look something like this on the display:

```
[L]oad: .d1/filename!beginning marker!ending marker!␣
```

3. Press **RETURN** to execute the command.

Warning

When specifying a marker, use as many characters or words as are necessary to make the marker unique. If the marker is not unique, you may load the wrong segment.

To find out about other delimiters, see “Delimiters, Wildcards, and Other Characters” in Chapter 3.

If you use an exclamation point in a marker, you cannot use the exclamation point as a delimiter.

To load from the beginning of a document to a specific word or phrase, leave the first set of delimiters empty, so that the load command looks something like this on the display:

```
[L]oad: .d1/filename!!ending marker!␣
```

Then press **RETURN**.

To load from a specific word or phrase to the end of a document, eliminate the last set of delimiters and the ending marker, so that the load command looks something like this on the display:

```
[L]oad: .d1/filename!beginning marker!␣
```

Then press **RETURN**.

When loading part of a document, you can use one or both of the following options by typing the character that stands for it after the last delimiter, before pressing `(RETURN)`:

To Do This	Type This
To load all parts of the document that begin and end with the specified markers	A
To load the part of the document specified by the markers, without loading the markers themselves	N

For Example

To load the first name and address from a file named CLIENTS on the disk in drive 1 that contains these entries

```
<1>Ms. Ann E. Smith
224 Garden Road
Oley, PA 19606

<2>Messrs. Galen and Herman Kirkman
422 Pleasant Oaks Circle
San Francisco, CA 94110

<3>Mr. Charles S. Groton
1306 Hernea Ave.
Birdsboro, PA 24049
<
```

press [L] and type

```
.d1/clients!<1>!19606!
```

The bottom of the display looks like this:

```
[L]oad:.d1/clients!<1>!19606!⌘
```


When you press **RETURN**, this is put into memory:

```
<1>Ms. Ann E. Smith  
224 Garden Road  
Oley, PA 19606
```

If you want to load a name and address from the same file, but not the bracketed number that precedes it, you can use the bracketed numbers as markers and load with the N option, for “no” markers. To do so, press **[L]** and type

```
clients!<1>!<2>!n
```

The bottom of the display looks like this:

```
[L]load:clients!<1>!<2>!n
```

When you press **RETURN**, this is put into memory:

```
Ms. Ann E. Smith  
224 Garden Road  
Oley, PA 19606
```

To load all addresses from the same file without loading their markers, press **[L]** and type

```
clients!>!<!an
```

The bottom of the display looks like this:

```
[L]load:clients!>!<!an
```

When you press **RETURN**, this is put into memory:

```
Ms. Ann E. Smith  
224 Garden Road  
Oley, PA 19606  
  
Messrs. Galen and Herman Kirkman  
422 Pleasant Oaks Circle  
San Francisco, CA 94110  
  
Mr. Charles S. Groton  
1306 Hernea Ave.  
Birdsboro, PA 24049
```


To load from the name *Charles* to the end of the document, press [L] and type

```
clients!Charles!
```

The bottom of the display looks like this:

```
[L]oad:clients!Charles!␣
```

When you press RETURN, this is put into memory:

```
Charles S. Groton  
1306 Hernea Ave.  
Birdsboro, PA 24049
```

Copying Text by Loading From Memory

You can duplicate part of a document by loading it directly from memory. This is useful, for instance, when you want to make a copy of part of a document so that it appears twice in your text.

First, move the cursor to the position where you want the text to be inserted. Then

To Do This	Press This ... Then Type This	
To load part of a document directly from memory	[L]	#

Then type, between delimiters, the beginning and ending markers of the part to load. Finally type the options, if any, and press RETURN.

For Example

Here's how to use the load command to duplicate this segment of text, which is already in memory:

```
Date      Name      Social Security No.      Insurance      Referred By
```

Press [L] and type

```
#!Da!By!
```


The bottom of the display looks like this:



```
[L]oad:#!Da!By!⌘
```

Press `RETURN` to execute the command.

Peeking at the Contents of a File

If you are editing a document and want to see a document that’s in another file, you can do so without disturbing the document that you’re editing.

First, press `[L]` and type the name of the file. Then

To Do This	Type This
To display the document without loading it	<code>\</code>
and press <code>RETURN</code> .	

When a document is displayed this way, it scrolls by quickly. If you want to linger at a particular section of the document, you can temporarily halt scrolling.

To Do This	Press This
To stop scrolling the document	<code>[K7]</code>
To resume scrolling the document	<code>[K7]</code>

(Hold down `CONTROL` while you press `7` on the numeric keypad.)

You can halt scrolling by pressing `CONTROL-K7`. The small capital `K` means that you must type the `7` that’s on the numeric keypad. The `K` is used to differentiate keys on the numeric keypad from those on the main keyboard.

By the Way: To compare the document in memory with a second document, first split the display, then use the backslash (`\`) option to peek at the second document.

To find out more, see “Editing With a Split Display” in Chapter 3.

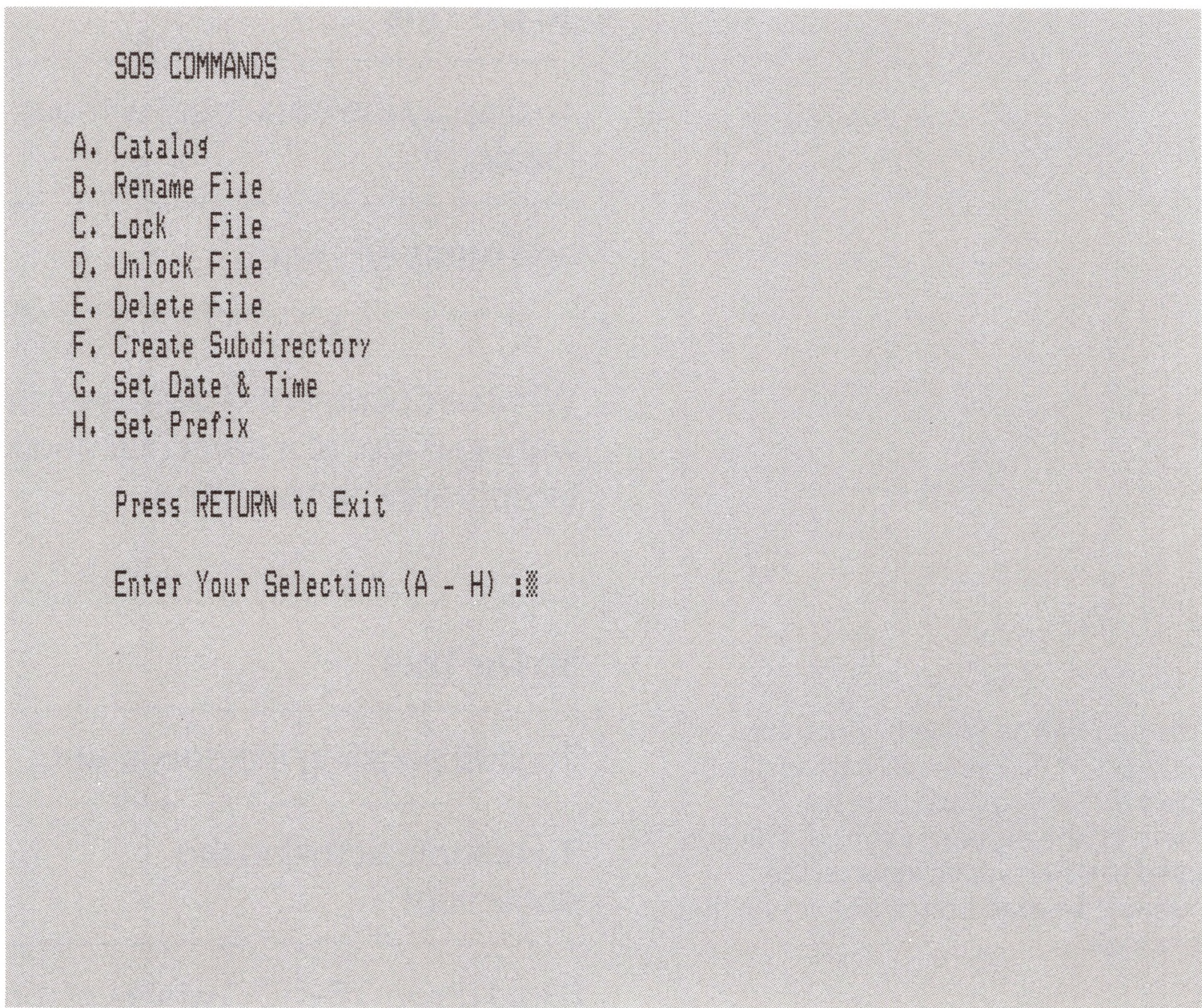
Managing Files With SOS Commands

In Apple Writer, the commands that manage files—those that delete, rename, lock, and unlock files, set the date and time, create a subdirectory, set a default disk name, and catalog disks—are contained in the SOS Command Menu, Figure 4-3.

To Do This	Press This
------------	------------

To display the SOS Command Menu	[⌘]
---------------------------------	-----

Figure 4-3. SOS Commands



To select an option from this menu, press the letter that precedes the option. Don't press **RETURN** after the letter. When you select an option from the SOS Command Menu, a prompt appears, and if you press **RETURN** after the letter, the program mistakes it for a command to cancel the option.

Then follow the instructions in the prompt and press `RETURN` to execute the command.

The SOS Command Menu reappears on the display after one of its commands has been executed. Each command is discussed separately in the sections that follow.

Cataloging a Disk

This is the command to use when you want to see what files are on a disk.

To Do This	Press This ... Then Type This	
To display a list of the files on a disk	<code>[0]</code>	<code>A</code>
When you see <code>Enter drive number :</code> , type the name of the disk or disk drive, and press <code>RETURN</code> . If you want a list of the files on the default disk, don't type anything—just press <code>RETURN</code> .		

A **catalog** tells you about the contents of a disk.

A **block** is a unit of storage that equals 512 characters.

Specify the name of the disk drive to find out how much space is left on a disk.

A **catalog**, or listing, of the files on the disk is then displayed.

The catalog of a disk includes several things: the name of the disk (at the top-left corner), the name, type, and size (in **blocks**) of each file on the disk, the date and time when the file was created and last modified, and the number of characters in each file (under the heading *EOF*).

You can also find out how much space is left on a disk by cataloging the disk *using the name of the disk drive* (.d1, .d2, and so on) rather than the name of the disk. The number of unused blocks on the disk then appears at the end of the catalog.

By the Way: The names of files in subdirectories are not automatically shown when you catalog a disk. To see the files in a subdirectory, press `[0]A` and type the name of the disk or disk drive, followed by a slash (/) and the subdirectory name. Then press `RETURN`.

Use the pound sign (#) to put a catalog into memory.

To find out how to print, see Chapter 5.

A **directory** contains information about all the files stored on a disk. See the *Apple III Owner's Guide* for more information.

To put a copy of the catalog into memory so that you can edit or print it, first save the document that's currently in memory with [S] and clear memory with [N]Y. Then, press [0]A, type the name of the disk to catalog followed by a pound sign (#). The command should look like this:



```
Enter drive number :.d2#%
```

Press **RETURN** to execute the command. When you return to the editing display, you will see the catalog. Then edit or print the catalog.

By the Way: If you edit and save a catalog in a file, it has no affect on the disk's **directory**, the disk's internal catalog. An edited copy of the catalog is simply put into a file. There is no way to change a disk's directory without actually changing the files on the disk.

Renaming a File

This is the command to use when you want to change the name of a file.

To Do This	Press This ... Then Type This	
To change the name of a file	[0]	B

When you see **Present Name:**, type the present name of the file and press **RETURN**. Then when you see **New Name:**, type the new name of the file and press **RETURN**.

For instance, to rename the file CLIENTS on the disk in drive 2 to ACCOUNTS, press [0]B and type

```
.d2/clients
```

and press **RETURN**. Then type

```
.d2/accounts
```

and press **RETURN**.

To protect a file from being accidentally changed or deleted, lock it.

Locking a File

This is the command to use when you want to protect the contents of a file from being written over or deleted. When a file is locked, you can load its contents into memory, but you cannot delete the file or save text in it.

To Do This	Press This ... Then Type This
------------	-------------------------------

To lock a file	[O] C
----------------	-------

When you see Enter file name :, type the name of the file to be locked and press RETURN.

Unlocking a File

This is the command to use when you want to unlock a previously locked file so that you can edit or delete it.

To Do This	Press This ... Then Type This
------------	-------------------------------

To unlock a file	[O] D
------------------	-------

When you see Enter file name :, type the name of the file to be unlocked and press RETURN.

Deleting a File

This is the command to use when you want to get rid of a file that you no longer want.

To Do This	Press This ... Then Type This
------------	-------------------------------

To delete a file	[O] E
------------------	-------

When you see Enter file name :, type the name of the file to delete and press RETURN.



Warning

Unlike other commands that cause data to be erased, [O]E doesn't give you a chance to cancel the command in case you make a mistake. So be careful: once you press **RETURN** after the filename, the file is gone.

By the Way: You must delete all the files in a subdirectory before you can delete the subdirectory.

Creating a Subdirectory

If you want to put more files on a disk than SOS allows (that is, more than 51 files) or if you want to better organize your files, you can do so by creating subdirectories and grouping files under them.

Subdirectories help you keep track of files.

To Do This

Press This ... Then Type This

To create a subdirectory

[O]

F

When you see `Enter file name :`, type a name for the subdirectory and press **RETURN**.

For instance, if the default disk is named LETTERS and you want to create a subdirectory named MARK on it, type

```
mark
```

in response to the prompt. If you want to create the same subdirectory on a disk named CLIENTS, which is not the default disk, type this in response to the prompt:

```
/clients/mark
```

After you have created a subdirectory, you can save documents in it. To save the document in memory in a subdirectory, press [S] and type the name of the disk and subdirectory, followed by the filename.



To see what's in a subdirectory, use [O]A and specify the name of the subdirectory.

See your *Apple III Owner's Guide* for details on using subdirectories.

To get a **clock chip**, ask your Apple III dealer.

To see the names of the files in a subdirectory, use the catalog command, [O]A, and type a slash and the subdirectory name immediately after you type the name of the disk or disk drive.

You can have more than one level of subdirectories—that is, you may have subdirectories within subdirectories.

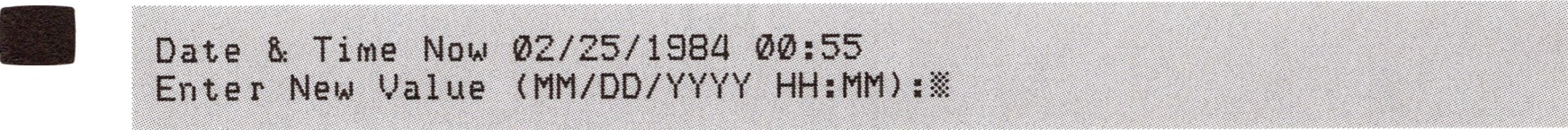
Setting the Date and Time

When you save a file, the date and time are recorded and are shown in the catalog next to the filename. If your Apple III has a **clock chip**, it will keep track of the current date and time, once you have set it. If it does not have a clock chip, the date and time that you set will stay the same until you set another date and time.

To Do This	Press This ... Then Type This	
To set the date and time	[O]	G

Apple Writer then displays either the current date and time or the date and time last set, depending upon whether or not your Apple III has a clock chip. Then it asks if you want to change the value.

You'll see something like this:



To change the date or time when this prompt is displayed, type the new month, day, and year between slashes, a space, then the hour and minutes, separated by a colon.

Don't forget to type the 19 of the year and, if necessary, leading zeros—as in the date 02/25/1984. Then press **RETURN**. Apple Writer displays the prompt with the new date and time. Press **RETURN** once more to get back to the SOS Command Menu.

Setting the Prefix for the Disk You're Using

In Apple Writer, there's always a default disk—a disk that is used if you do not specify another—so why not make use of it to save typing?

When you start up Apple Writer, the system disk, AW3MASTER, automatically becomes the default disk. If you're going to use another disk for most of your work in a session, you can make that disk the default disk by setting the prefix to its name. If you're going to do most of your work in a single subdirectory, include the subdirectory name in the prefix that you set.

To save typing, set the prefix with [O]H.

To Do This	Press This ... Then Type This	
To set the prefix to a disk	[O]	H

When you see `Enter file name :`, type the name of the disk (and, if appropriate, the name of the subdirectory) that you want the prefix to be. Then press `RETURN`.

For instance, to set the prefix to the subdirectory named BUSINESS on the disk named CLIENTS, press [O]H and type

`/clients/business`

and press `RETURN`.

When the prefix is set to a disk or subdirectory, you can access a file on the disk or in the subdirectory simply by typing its filename.

Quitting Apple Writer

You don't have to turn off the computer to start a new program.

Before starting up another program, save the document that's in memory in a file (unless you really don't want to keep it), then quit Apple Writer.

To Do This	Press This ... Then Type This	
To get the option to quit Apple Writer	[Q]	J

When you see Quit APPlE Writer (loses file) (Y/N) ?, you have a chance to make a graceful exit from this command, if you pressed it accidentally. If you don't want to quit Apple Writer after all, you can cancel the command by pressing N.

To Do This	Press This
To quit Apple Writer	Y

and press RETURN.

Then, insert the disk that contains the program you want to start up, and hold down CONTROL while you press RESET.

CONTROL-RESET restarts the computer.

Formatting Disks

To **format** a disk means to prepare it to receive information.

To prepare a new disk so that files can be put on it, you must **format** the disk, using the SOS utilities disk, labeled "SYSTEM UTILITIES," that came with your Apple III.

First, quit Apple Writer by pressing [Q]J, typing Y, and pressing RETURN. Then, remove the disk currently in the built-in drive and replace it with the SOS utilities disk. Hold down CONTROL while you press RESET. Then follow the instructions for "formatting a volume" in your *Apple III Owner's Guide* (or just follow the prompts on the display).



Warning

Give each disk a unique name when you format it. If you replace a disk in a disk drive with another disk of the same name, SOS may not be able to detect that you switched disks and may mix up the data on the disks.



Warning

Be careful when you specify the disk to format! Formatting destroys any information that's already on a disk. If, for instance, you accidentally format your Apple Writer III system disk, you will destroy the information on it!

When you're finished formatting disks, quit the utilities program, remove the utilities disk, and put your Apple Writer system disk in the built-in drive. Then start up Apple Writer by holding down **CONTROL** while pressing **RESET**.

We Recommend: Format several disks at once instead of formatting them one-by-one as you need them. In fact, format the entire box when you buy it—that way you'll save time and won't be caught short in the middle of work.

Copying Disks

You should copy your work onto a second disk at the end of every session so that you don't lose all your work if something happens to the original copy.

First, quit Apple Writer by pressing **[Q]J**, typing **Y**, and pressing **RETURN**. Remove the Apple Writer III system disk from the built-in drive and replace it with the SOS utilities disk. Start up the utilities disk by holding down **CONTROL** while you press **RESET**. Then follow the instructions for "copying a volume" in your *Apple III Owner's Guide* (or just follow the prompts on the display).

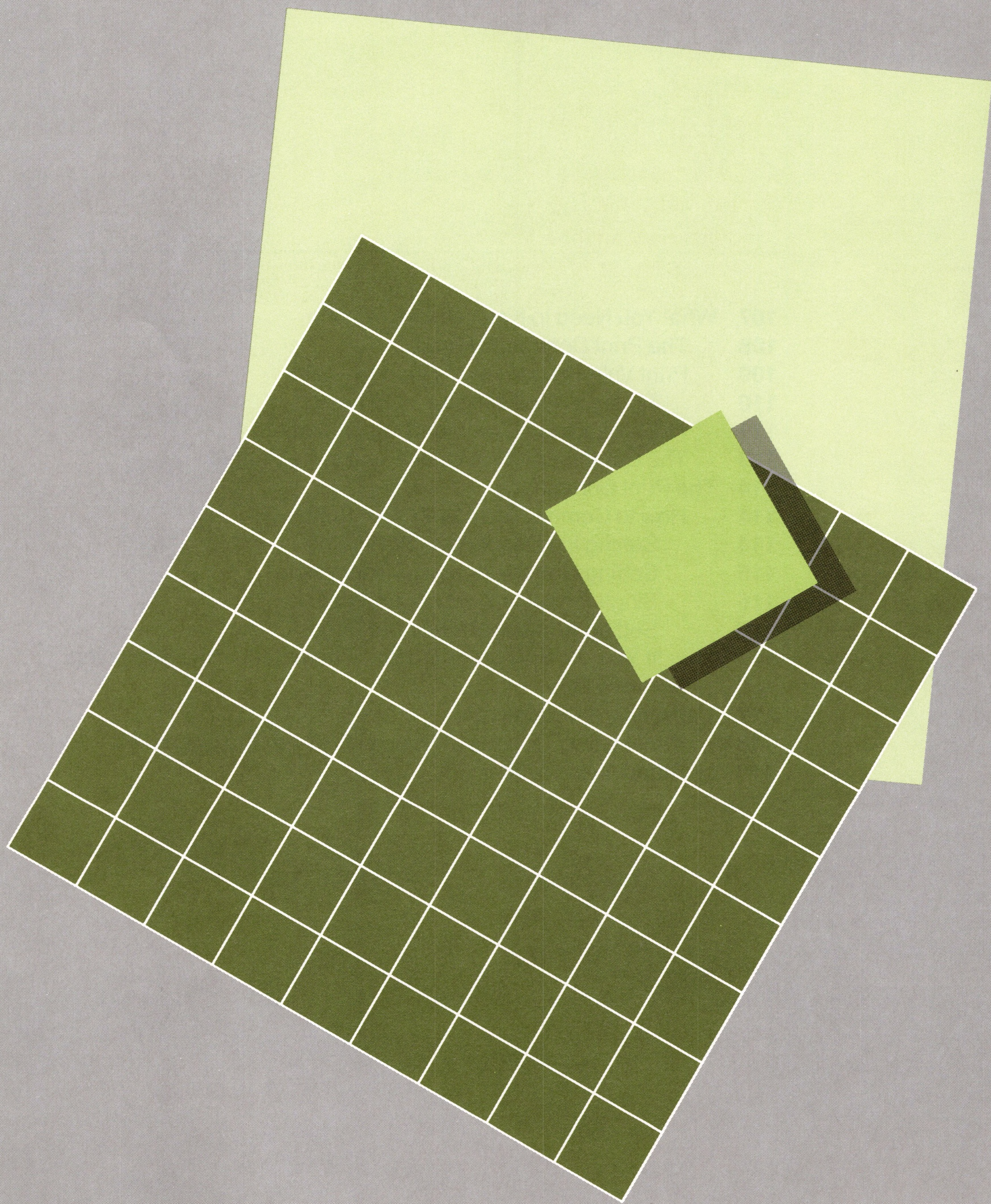
We Recommend: When you start using a new disk you should set up a second disk for regular backup. To keep track of this disk, give it the name of the disk it's backing up, followed by a *b*. For instance, if the main disk is named LETTERS, name its backup disk LETTERSB. Then copy the main disk to the backup disk every time you end a session.

If you want to copy a few files, but not an entire disk, use the WPL program MOVER.

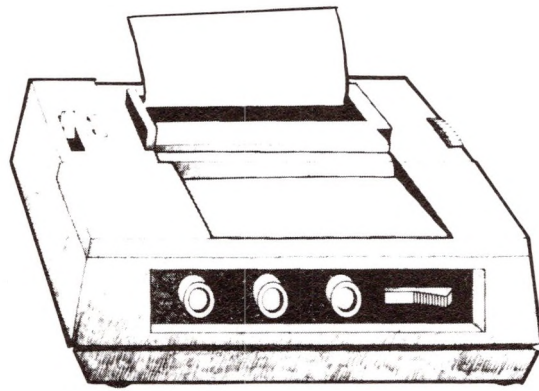
See "Transferring Files From One Disk to Another" in Appendix A for details.

Printing

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Printing



This chapter gives you a quick run-down of how to print a document on paper. To learn how to do more complex printing tasks—such as how to print to devices other than a printer—see Chapter 6. In Chapter 6 you will also learn how to format documents.

If you have not read “How to Use Part II,” do so before you begin this chapter.

What You Need to Know Before Printing

Apple Writer is set up to print to the Apple Daisy Wheel Printer, the Apple Dot Matrix Printer, the Silentype Printer, and to any parallel printer (such as the Centronix). If you are using a printer other than these, you must add a **device driver**—a set of instructions to run your printer—to the Apple Writer program.

Follow the instructions for adding a **device driver** in the *Apple III Owner's Guide* or ask your dealer to do it for you.

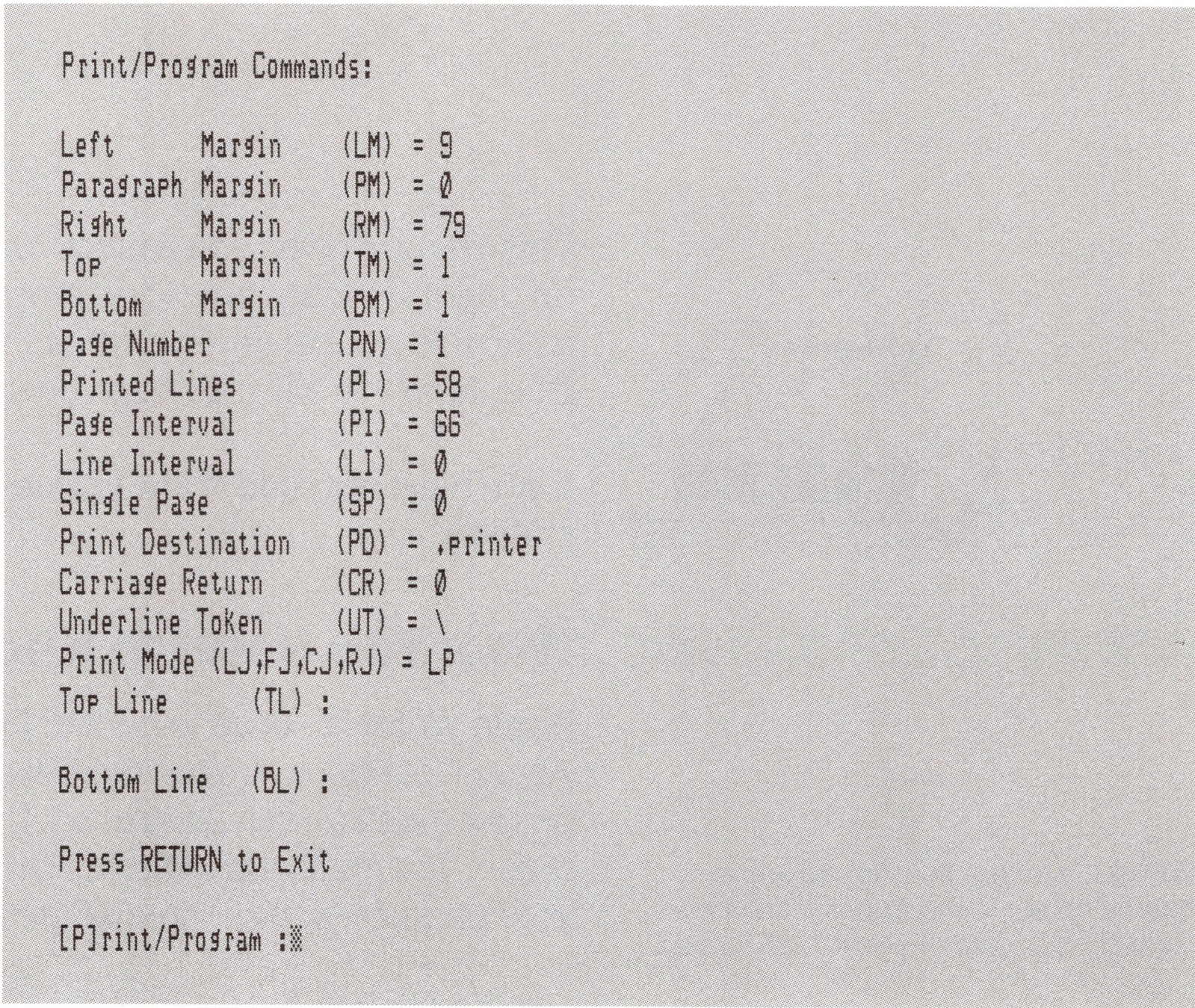
By the Way: If you are one of the few users who must write a driver for his/her printer, read the *Standard Device Drivers* manual to find out how (or ask your dealer for help).

If you have not done so already, turn your computer off and connect your printer to the Apple III, following the instructions in the manual that came with the printer.

The Print Command Menu

When text is printed, it is automatically formatted according to the current values of the commands on the Print Command Menu, Figure 5-1.

Figure 5-1. The Print Command Menu



To Do This	Press This ... Then Type This	
To display the Print Command Menu	[P]	?
and press RETURN .		

Notice that this menu shows `Print/Program Commands` at the top. `Print` refers to the commands shown on the menu, which determine how text is laid out on a page when it's printed. `Program` refers to the Word Processing Language (WPL) commands, some of which can be used when this menu is displayed. Since we are not concerned with the WPL commands in this manual, we will refer to this menu as the Print Command Menu.

To find out more about WPL commands, see the *Apple Writer III Word Processing Language* manual.

Each command on the Print Command Menu governs some aspect of formatting or printing. The numbers, letters, or other characters displayed to the right of a command represent the current value of the command. The values tell you exactly where (or how) that aspect of formatting or printing will be carried out when your document is printed.

Notice that we refer to *format* commands and *print* commands. The Print Command Menu displays both kinds of commands—those that format text and those that communicate with printers. The commands that you use to actually print a document are not listed on the menu.

The values shown in Figure 5-1 are the default values of the commands. This means that if you haven't specified any other values for the commands during a session, Apple Writer will use these values to format and print your document.

You'll see the Print Command Menu whenever you press [P]?. Don't worry right now about what the commands on this menu mean; you'll learn more about them in "What Each Command on the Menu Means" in Chapter 6.

Print Values and How to Change Them

When you start up the Apple Writer system disk, the default values displayed on the Print Command Menu are automatically loaded into the *print value buffer*—the part of memory that's reserved to hold the current values of the commands. This means that the values of these commands are independent of the document in memory and are not saved with it. The values that are used when you print a document are always the current values of the commands in the print value buffer.

There are three ways to change the value of a command in the print value buffer:

- You can type the command and a new value for it.
- You can embed a new value for the command in your document, and then print the document.
- You can make your own file of print values and load it into the print value buffer.

In each case, the new value replaces the previous value of a command in the print value buffer. (If the command is a menu command, the new value also appears on the Print Command Menu.)

The format stays the same until you change it—even if you print a different document.



Warning

The value of a print or format command stays the same until you change it—it does not automatically change back to the default value when you print a new document. This means that values set or embedded in one document carry over to subsequently printed documents, unless you change the values or turn the computer off.

The first two ways to change the value of a command in the print value buffer—typing a new value for it or embedding a new value for a command in a document—are discussed next. Making a file of print values and how to load it are discussed in “Saving and Loading a Print Value File” in Chapter 6.

Typing a New Value for a Command

The most common way to change the value of a print or format command is to type the command and a new value for it. You can type the two-letter command in upper- or lowercase.

To do so, either

- type the command and its new value when the Print Command Menu is displayed (press [P]? to get the menu), or
- press [P] and type the command and its new value.

Use [P]? and get the Print Command Menu if you want to change several commands at once. The changes are displayed on the menu immediately.

Use [P] if you want to change only one command.

For instance, to change the value of the left margin (LM) to 20, press [P] and type

LM 20

and press **RETURN**. The space between the command and the value is optional, and you can type the command in upper- or lowercase.

The values of the format commands do not change the way that the text appears on the display, they only change the way it looks when it's printed.

Text still looks the same on the display after you change the values of the format commands.

Embedding a Command in a Document

When you embed format or print commands in your document, the way the text is formatted when it is printed is controlled from *within* the document.

For Apple Writer to distinguish an embedded command from the other text in the document, the embedded command (and its value, if any) must

- be on a line by itself
- begin at the left margin
- begin with a period (.)
- be followed by a `(RETURN)`.

Here's an example of how embedded commands look in a document:


```
Here's our four-pronged approach:  
.LM 10  
- trim staff  
  
- close plants  
  
- cut office expenditures  
  
- keep thermostat at 68 degrees  
.LM 5  
And that's not all.
```

Follow these steps to embed a print command in a document:

1. Move the cursor to the beginning of the line that you want the embedded command to take effect on.
2. Type a period, followed by the command and its value. Then press `(RETURN)`.

Remember: You may type the command in upper- or lowercase.

Here's an example of text that has left and right margin values (LM and RM) embedded in it:



```
Our plan worked! Here's what they said in today's Journal:
.LM 15
.RM 60
By instituting a lean management policy and strict conservation
measures, Universal Industries has come from behind to capture 60%
of the domestic market.
.LM 10
.RM 70
Let's go celebrate! Meet me at Ernie's tonight, about 8:00.
```

When it is printed, the text looks like this:

```
Our plan worked! Here's what they said in today's Journal:

    By instituting a lean management policy and strict conservation
    measures, Universal Industries has come from behind to capture
    60% of the domestic market.

Let's go celebrate! Meet me at Ernie's tonight, about 8:00.
```

Any command on the Print Command Menu can be embedded in a document.

When Apple Writer encounters an embedded command during printing, it replaces the old value of the command in the print value buffer with the embedded value. For instance, if the command .LM 20 is embedded in your document, subsequent text is printed with LM 20, and LM 20 is displayed in the Print Command Menu.



Warning

Because embedded values update the values in the print command buffer, the value of a command embedded in one document will carry over to subsequently printed documents—unless you change the command's value or turn the computer off. Always check the current values of the commands on the Print Command Menu before printing a document.

To quickly restore the default values of these commands, load them from the system print value file SYS.PRT. To do so, put the system disk in the built-in drive, press [Q]C and type

```
.d1/sys
```

then press **RETURN**. (For more information, see "Saving and Loading a Print Value File" in Chapter 6.)



Warning

Except when embedding a command, do not put a period immediately after a `RETURN`. In Apple Writer, any line that is preceded by a `RETURN` and begins with a period is interpreted as an embedded command: if it is not an Apple Writer command, it is treated as a comment—that is, the line does not appear in the printed document.

If you need to start a line with a period, type a space before the period.

The Commands That Cause Text to Be Printed

The commands that actually print text are not shown on the Print Command Menu. Here are the commands and what they do:

Command	What It Does
NP New Print	Prints the document that's in memory.
CP Continue Print	Prints the document in memory and continues line counting and page numbering from the last document printed, so that you can print the contents of several files as one document.

See "Printing a Document" later in this chapter.

See "Printing the Contents of Several Files as One Document" later in this chapter.

See Chapter 6, "Commands That Can Only Be Embedded" and "Printing Part of a Document."

You also can print part of a document using the embedded command `.EP`, which stands for "enable print."

The Print Commands

The rest of this chapter tells you which print values to change to set up Apple Writer for your printer and how to print your text.

How to Communicate With Your Printer

At the beginning of this chapter, you learned which printers Apple Writer is set up to use. If you're using a printer other than these, you must add the appropriate printer driver to Apple Writer. Otherwise, Apple Writer will never communicate with your printer.

To communicate with your printer, you must change some of the values shown on the Print Command Menu.

Setting the Destination for Printing

Apple Writer is set up to print to the device named .PRINTER—which is the Apple Daisy Wheel Printer. If you're using another printer (or if you followed the exercises in Chapter 2 of this manual and changed the print destination (PD) to .CONSOLE so that you could print to the display), you must specify the name of the device to print to.

To Do This	Press This ... Then Type This	
To specify the name of the device to print to	[P]	PD
Then type the device name that's associated with your printer, and press <code>RETURN</code> .		

Table 5-1 lists some commonly used printers and their device names.

Table 5-1. Printer Device Names

Printer	Device Name
Apple Dot Matrix Printer	.parallel
Apple Daisy Wheel Printer	.printer
Silentype	.silentype

For example, if you're using a Silentype printer, type

`pd.silentype`



Warning

Don't put a space between the command and the device name. If you do, you will see this error message when you print the document:

SOS Error: Bad Pathname

See "Printing to the Display" in Chapter 6.

See "Printing to a File" in Chapter 6.

If you do not have a printer or if you want to see the formatted document before you print it, you can "print" your document on the display.

You can also make a file the destination for printing.

Setting Line Feeds to Suit Your Printer

Apple Writer is set up so that it doesn't issue a line feed with the carriage return that it puts at the end of each line. If your printer also doesn't issue a line feed at the end of each line, you must turn on line feed generation so that Apple Writer tells the printer to advance to the next line when it is finished printing a line. If you don't turn on line feed generation, your entire document will be printed on one line.

Table 5-2 shows the line feed status of several common printers.

Table 5-2. Line Feed Status of Printers

Printer	Issues Line Feed?
Silentype	No
Apple Dot Matrix Printer	Yes
Apple Daisy Wheel Printer	Depends on Setting of Printer's Line Feed Switch

To Do This	Press This ... Then Type This	
To turn on line feed generation	[P]	CR1
To turn off line feed generation	[P]	CRØ

and press RETURN.

Single Sheet or Continuous Paper?

If you want to use continuous fanfold paper, Apple Writer is already set up for you. If you want to print on single sheets of paper, you must change the value of the single page (SP) command, so that Apple Writer temporarily stops printing at the end of each sheet and waits for you to insert the next sheet (and press `RETURN`) before it continues printing.

To Do This	Press This ... Then Type This	
To set up Apple Writer for single-sheet printing	[P]	SP1
To set up Apple Writer for continuous-sheet printing	[P]	SP0

and press `RETURN`.

Setting Number of Lines Per Page

If you want to print the standard number of lines per inch (six) on standard length paper (11 inches), you're all set to print. If you want to use nonstandard spacing or paper of a different length, you must specify the size of a page in number of lines of text per page.

To Do This	Press This ... Then Type This	
To specify the number of lines of text per page	[P]	PI

Then type the number of lines of text per page, and press `RETURN`.

For instance, to print eight lines of text per inch (if your printer has this capability) on paper that is 14 inches long, press [P], type PI, then type 112, and press `RETURN`.

PI stands for "page interval."

If Your Printer Needs Control Characters at the Beginning of a Line

Some printers—such as the Centronix—require control characters at the beginning of a line. For these characters to be interpreted, *the left margin (LM) must be set to zero*. If you're using a left margin setting other than 0 for the rest of your text, embed

`␣LM0`

on the line before the control characters. Then on the line after the control characters, reset the left margin for the text by embedding `.LM` followed by the text LM setting.

For instance, to begin a line with the control characters

`[C][L][R]`

and then return to a left margin setting of 5 for text, put this in your document (using control-character insertion mode, `[V]`, to insert the control characters):

```
␣LM0
CLR
␣LM5
```

Now Apple Writer and your printer are set up to print.

Printing a Document

Here's what to do if you want to print only one document.

First, if the document that you want to print is not in memory, load it. Then press `[P]?` to check the current values on the Print Command Menu.

When you have set the commands to the values you want

To Do This	Type This
To print the document that's in memory	NP
and press <code>RETURN</code> .	

If the printed text doesn't look the way you expected it to, check the values on the Print Command Menu—you may have inherited values from the last document that you printed. Remember: the values of the print and format commands stay in the print value buffer until you change them (by typing, embedding, or loading new values) or turn off the computer.

See “Automatic Printing” in Appendix A for details on using AUTOPRINT.

To print documents automatically, use the WPL program AUTOPRINT.

See Chapter 6 to find out how to print part of a document.

To print part of a document, you must use the embedded command .EP.

Printing the Contents of Several Files as One Document

When you print the contents of several files as one continuous document, Apple Writer continues numbering pages and counting lines from the previous document.

To find out more about numbering pages, see “Numbering Pages” in Chapter 6.

To find out more about how lines are counted, see “Changing the Vertical Format of a Page” in Chapter 6.

You can print the contents of several files as one document by using the continue print (CP) command. To do so, follow these steps:

To find out more about the form feed (FF) command, see “Breaking Pages With Form Feed” in Chapter 6.

1. Embed a form feed (FF) on the last line of the document to be printed. This causes the **page footer** and footnote (if any) to be printed and positions the carriage at the beginning of the next sheet of paper when printing is finished.

A **page footer** is a line of information (such as the page number) at the bottom of the page.

To embed the form feed, put the last document you want to print in memory, move the cursor to the end of it, press **RETURN** and type **⌘FF**

*Don't press **RETURN** after the form feed.* Then save the document in a file.

2. Erase memory by pressing **[N]Y**.
3. Load the first document to be printed by pressing **[L]** and typing the name of its file.
4. Check the values of the commands on the Print Command Menu by pressing **[P]?**.
5. With the **[P]rint/Program :** prompt displayed, start printing by typing **NP** and pressing **RETURN**.

- 6. When printing stops, erase memory and load the next document to be printed.
- 7. Continue printing by pressing [P]CP and RETURN. The print command CP keeps track of the current page number and line count.
- 8. Repeat steps 6 and 7 until you have printed all the parts that make up the document.

See “Continuous Printing” in Appendix A for details on using CONTPRINT.

Another way to print several documents as one is to use the WPL program CONTPRINT.

Stopping the Printer

If you want to stop the printer during printing, here’s how to do it.

To Do This	Press This
To stop the printer	ESCAPE

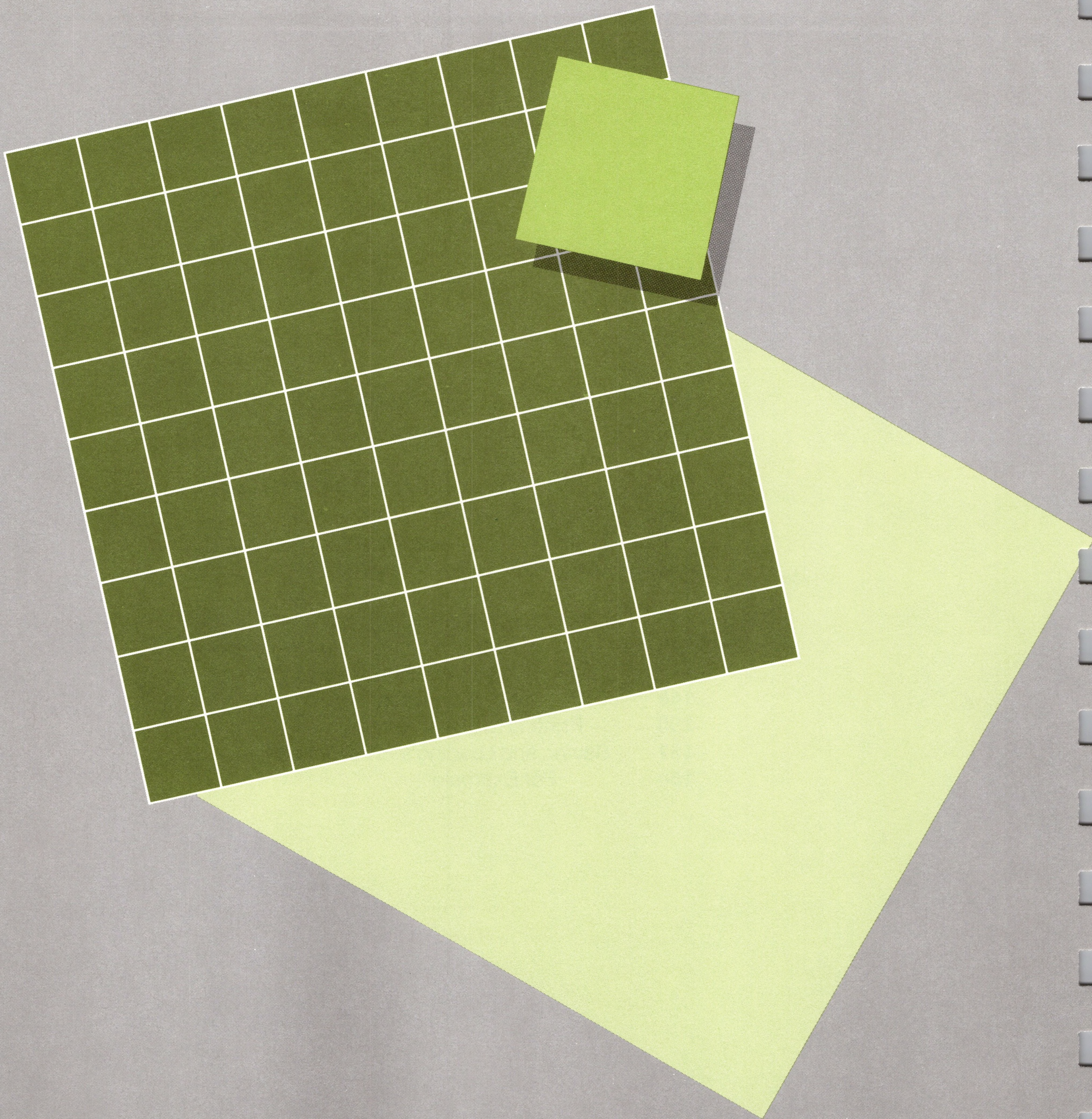
The printer stops shortly thereafter, and Apple Writer displays the editing display with the cursor at the beginning of the document.

After pressing ESCAPE, you cannot restart the printer where it left off. Use the NP command or the WPL program AUTOPRINT to start printing from the beginning of the document.

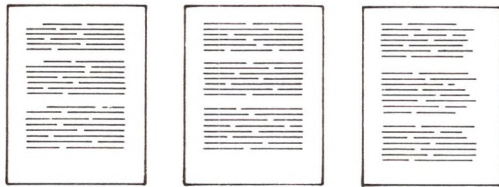
Changing Format

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Changing Format



This chapter describes the commands that format a document and tells you how to use these commands to format your document exactly to your specifications. If you have not read “How to Use Part II,” do so before you begin this chapter.

What You Need to Know Before Formatting

Most of Apple Writer’s format commands are on the Print Command Menu. A few can only be embedded in a document, and are not shown on the menu.

If you haven’t done so already, read “What You Need to Know Before Printing” and set up Apple Writer for your printer according to the instructions in Chapter 5.

Remember that basic printing is covered in Chapter 5.

By the Way: If you’re using a printer such as the Apple Dot Matrix Printer that allows you to print boldface type or smaller or larger pitch type, don’t overlook Apple Writer’s built-in glossary file named SPECIAL—it has some short cuts for you. To find out more, see “A Built-In Glossary of Printer Commands” in Chapter 3.

What Each Command on the Menu Means

Most of the commands on the Print Command Menu are format commands—commands that determine how text is laid out on a page.

Here's a brief explanation of each format command and its default value.

Command	What It Does
LM Left Margin	<p>Sets the first column (counting from left edge of paper) in which text is printed.</p> <p>The default of LM is 9. Apple Writer starts printing each new line of text nine spaces from the left edge of the paper.</p>
PM Paragraph Margin	<p>Sets the number of spaces that the first line of text after a <code>RETURN</code> is indented or outdented relative to the left margin (LM) setting.</p> <p>The default of PM is 0. Apple Writer prints the beginning of a paragraph at the left margin.</p>
RM Right Margin	<p>Sets the last column (counting from the left edge of the paper) in which text is printed.</p> <p>The default of RM is 79. Apple Writer will not allow text to be printed to the right of column 79.</p>
TM Top Margin	<p>Sets the number of blank lines between the header, or top line (TL), and the first line of text.</p> <p>The default of TM is 1. Apple Writer leaves one blank line between the header and the text.</p>
BM Bottom Margin	<p>Sets the number of lines that are left blank between the last line of text and the footer, or bottom line (BL).</p> <p>The default of BM is 1. Apple Writer leaves one blank line between the text and the footer.</p>

See "Setting the Left and Right Margins" later in this chapter.

See "Setting a Paragraph Margin" later in this chapter.

See "Setting the Left and Right Margins" later in this chapter.

See "Changing the Vertical Format of a Page" later in this chapter.

See "Changing the Vertical Format of a Page" later in this chapter.



See “Changing the Vertical Format of a Page” later in this chapter.

See “Setting Number of Lines Per Page” in Chapter 5.

See “Single, Double, and Triple Spacing” later in this chapter.

Justified refers to how text is spaced between the right and left margins.

See “Choosing a Print Mode to Justify Text” later in this chapter.

See “Formatting Headers and Footers” later in this chapter.

PL Printed Lines

Sets the number of lines that are printed on each page. PL is the sum of the number of lines of text plus the number of lines used by the top line (TL), top margin (TM), footnote, bottom line (BL), and bottom margin (BM).

The default of PL is 58. This means that the total number of lines of text, top line, top margin, bottom line, and bottom margin is 58.

PI Page Interval

Sets the total number of lines from the top of one page to the top of the next page.

The default of PI is 66. This means that Apple Writer is set up to print six lines of text per inch on standard length (11-inch) paper.

LI Line Interval

Sets the number of blank lines to leave between each line of printed text.

The default of LI is 0. Apple Writer causes the text to be single spaced with no blank lines between lines of text.

- Print Mode:**
LJ Left Justify
FJ Fill Justify
CJ Center Justify
RJ Right Justify

Specifies how text is **justified**—that is, how it is filled in between the left and right margins.

The default print mode is LJ. This means that the text is left justified. Each line of text begins at the left margin, but ends on or before the right margin (depending on the length of the last word).

TL Top Line

Puts a header at the top of each new page.

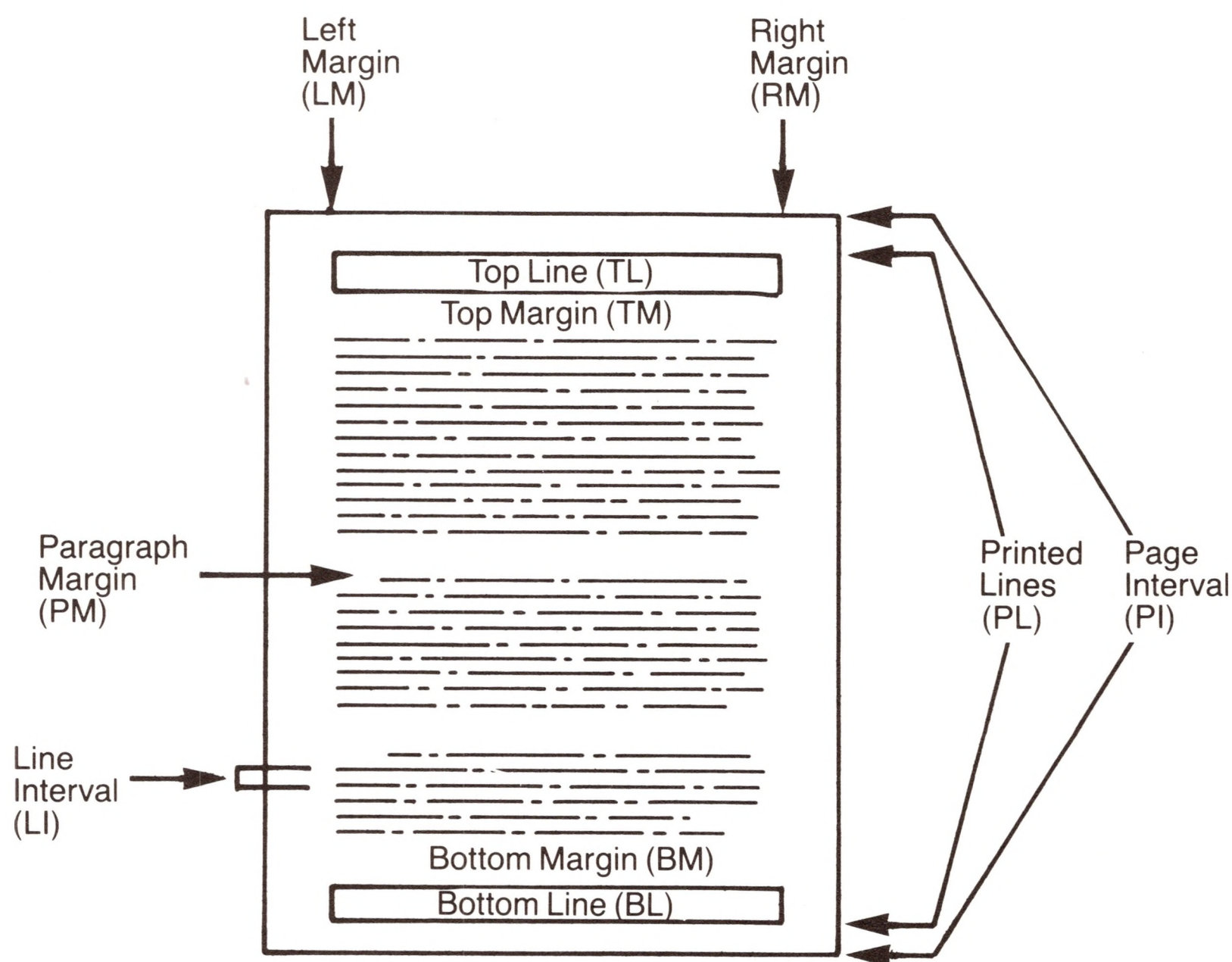
The default of TL is not to have a header.

BL Bottom Line Prints a footer at the bottom of each new page.

The default of BL is not to have a footer.

Figure 6-1 shows a typical page layout and how each format command affects the layout.

Figure 6-1. What Each Format Command Does



The main part of the page is the printed text, with a header (TL) and header margin (TM) at the top of the page, and a footer (BL) and footer margin (BM) at the bottom.

There are also a few commands on the Print Command Menu that act behind the scenes when you print with Apple Writer:

Command	What It Does
PN Page Number	Sets the page number for the first page that is printed. PN does not print the current page number, it just keeps track of it. The default for PN is 1. Apple Writer starts counting from page 1.

See “If the First Page is Not Page One” later in this chapter.

To find out how to print page numbers, see “How to Print Numbers on Pages” in this chapter.



See “Single Sheet or Continuous Paper?” in Chapter 5.

See “Setting the Destination for Printing” in Chapter 5 and “Printing to the Display” later in this chapter.

See “Setting Line Feeds to Suit Your Printer” in Chapter 5.

See “Underlining Text” later in this chapter.

SP Single Page	Sets up the printer for either single sheets of paper or continuous paper forms. The default for SP is 0. This means that Apple Writer is set up to print on continuous sheets of paper.
PD Print Destination	Lets you tell Apple Writer which printer you’re using. The default for PD is .PRINTER, which means that Apple Writer is set up to print to the Apple Daisy Wheel Printer.
CR Carriage Return	Determines whether or not Apple Writer issues a line feed when it sends a carriage return to your printer. The default for CR is 0. This means that Apple Writer is set up to print to a printer that automatically issues a line feed at the end of each line.
UT Underline Token	Sets the character to be used as the underline token—the character that marks the beginning and end of text to be underlined. The default setting for UT is the backslash (\). This means that when Apple Writer prints a document, it underlines all text that begins and ends with a backslash.

Commands That Can Only Be Embedded

A few format and print commands aren’t on the Print Command Menu. These commands can only be embedded in the text of a document and take effect when the document is printed.

Here's a brief explanation of each of the embedded commands.

	Command	What It Does
See "Breaking Pages With Form Feed" later in this chapter.	FF Form Feed	Issues a form feed so that subsequent text is printed on the next page.
See "Inserting Messages and Comments" later in this chapter.	IN Input	Allows you to put a message in your document. When Apple Writer encounters the IN command in a document, it stops the printer, displays the message on the display (but does not print it), and waits for you to press RETURN before it resumes printing the document.
See "Printing Part of a Document" later in this chapter.	EP Enable Print	Prints selected parts of a document so that you can print part, rather than all, of a document.

The Format Commands

The rest of this chapter tells you how to use the commands to format a document to your own specifications. It also tells you how to save and load print values from a file.

Underlining Text

To underline text, you must insert an underline token—a character that tells Apple Writer to start and stop underlining—at the beginning and end of the part of the text to be underlined.

Then, when the text is printed, the text between the underline tokens is underlined and each underline token is printed as a space, unless it begins a line. If an underline token begins a line, it is replaced by nothing when printed, so that the line begins at the left margin.

In Apple Writer, the backslash (\) is normally used as the underline token—it's the default setting of the underline token command.

When the backslash is the default

To Get This

Type This

We believe in our product.

We\believe\in our
Product.

Apple Writer underlines spaces as well as text. For instance, text that looks like this on the display

We\believe\in our Product--\we know it's good.\

looks like this when it's printed:

We believe in our product--we know it's good.

To use a different character as the underline token, type UT followed by the character.

To Do This

Press This ... Then Type This

To use the vertical slash (|) as the underline token

[P]

UT|


and press **RETURN**.

Then, insert a vertical slash at the beginning and end of the text you want to underline.

The UT command can be embedded in a document. So, if you need to print the character that you're using as the underline token, you can change to a different character in the middle of a document by redefining UT.

To find out more about SPECIAL, see “A Built-In Glossary of Printer Commands” in Chapter 3.

If you do not want to underline a punctuation mark, put the final backslash before the punctuation mark and insert a backspace between the backslash and the punctuation mark. To do so, place the cursor on top of the punctuation mark, then follow these steps:

- 1. Press [V] to enter control-character insertion mode.
- 2. Press  to insert a backspace. The backspace appears on the display as an underlined H.
- 3. Press [V] to leave control-character insertion mode.

For a quicker way to insert a backspace, use the backspace command from the glossary named SPECIAL.

Setting the Left and Right Margins

The value of a left or right margin can be expressed in one of two ways in Apple Writer: it can be relative or absolute. A relative margin value is preceded by a plus (+) or minus (-) sign; an absolute margin value is not preceded by a sign.

An absolute margin value specifies the column setting of the margin.

To Do This	Press This ... Then Type This	
To set the right margin in column 72	[P]	RM72

and press .

A relative margin value specifies the new margin as the number of columns to move to the left (-) or right (+) of the previous margin.

To Do This	Press This ... Then Type This	
To set the left margin three columns to the right of the previous left margin setting	[P]	LM+3

and press .

So, if the previous setting was LM9, the new setting is LM12.

To Do This	Press This ... Then Type This	
To set the left margin four columns to the left of the previous left margin setting	[P]	LM-4

and press RETURN.

If the previous setting was LM9, the new setting is LM5.

Remember: When you type or embed a new value for a format command, it updates the value of the command in the print value buffer.



Warning

Be careful not to set a right margin that's wider than the width of your printer! For instance, don't set RM to 90 if your printer has a width of 80 columns. If you do, the excess text at the end of the line will be printed on the next line, followed by a carriage return—making your text look rather unusual.

Formatting Headers and Footers

To get a name, date, or other information printed at the top of each page as a header or at the bottom of each page as a footer, follow these instructions.

To Do This	Press This ... Then Type This	
To print a header	[P]	TL
To print a footer	[P]	BL

Then type the text of the header or footer between delimiters, and press RETURN.

The delimiters determine how the header or footer is positioned on the page:

/ left part/ center part/ right part/

The text of the header or footer is then put into the print value buffer and displayed under the TL or BL command on the Print Command Menu.

The position of headers and footers is determined by the initial left and right margin settings—that is, those in effect when you start printing your document. The text between the first set of delimiters begins at the initial left margin setting; the text between the last set ends at the initial right margin setting. In other words, an embedded margin command does not affect the header or footer.

You can use *any* character as the delimiter in a TL or BL statement: the delimiter is whichever character you type immediately after TL or BL, even if it's a space character.

For information on delimiters, see Chapter 3, “Delimiters, Wildcards, and Other Characters.”

By the Way: You can underline a header or footer in the same way as you underline other text, by typing an underline token, which is usually a backslash (\), at the beginning and end of the text to be underlined.

To find out how Apple Writer determines the lines on which to print headers and footers, see “Changing the Vertical Format of a Page” later in this chapter.

If you print a header by embedding .TL at the beginning of your document, the header will not be printed on the first page of the document.

For Example

Here's how to get a footer that looks like this when it's printed:

Sept. 12, 1982

BUDGET REPORT

D. Beard

Press [P] and type

b1/Sept. 12, 1982/BUDGET REPORT/D. Beard/

and press **RETURN**.

If you want just the name, printed as a footer at the right of the page, press [P] and type

b1///D. Beard/

and press **RETURN**.

Numbering Pages

Apple Writer automatically keeps track of page numbers. It starts counting on page 1—unless you’ve set a different number for the first page—and it automatically increases the number by one for each subsequent page. However, it prints the numbers on the pages only if you tell it to do so in a top line (TL) or bottom line (BL) command.

How to Print Numbers on Pages

Here’s how to get the current page number printed on each page.

To Do This	Press This ... Then Type This	
To get the page number printed in the header	[P]	TL
To get the page number printed in the footer	[P]	BL

Then, at the place in the header or footer where you want the page number to be printed, type

#

When you are finished typing the header or footer, press RETURN.

Page numbers will then be printed when you print the document.

For Example

To get the current page number printed in the center of a footer on each page, press [P] and type

b1//#//

and press RETURN. Then print the document.

Here are some other common ways to specify page numbers:

b1//page #//
b1//-#-//

If the First Page Is Not Page One

Apple Writer is set up so that the first page you print is automatically page 1. If you want to start the first page with a different number, use the page number (PN) command.

To Do This

Press This ... Then Type This

To set the page number for the first page

[P]

PN

Then type the number for the first page, and press **RETURN**.

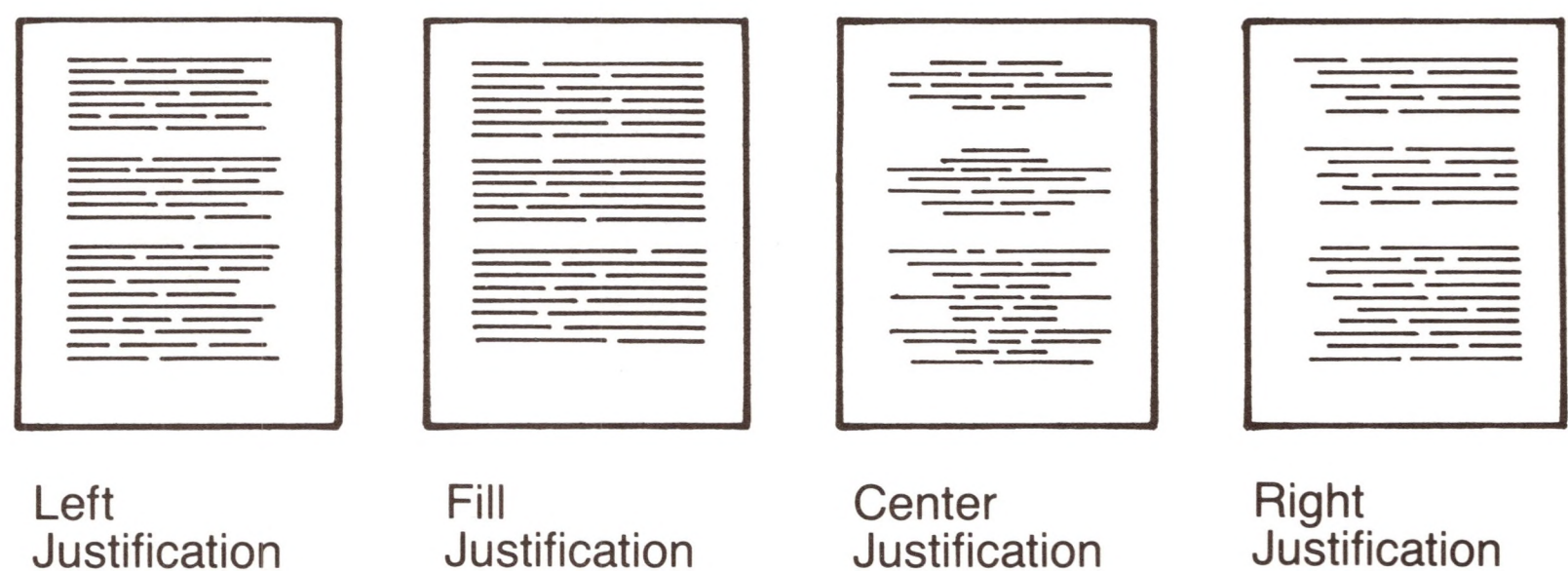
Choosing a Print Mode to Justify Text

To *justify* text means to adjust the spacing of the text between the left and right margins. The four ways in which text can be filled in between the margins are

- left justification (LJ)
- fill justification (FJ)
- center justification (CJ)
- right justification (RJ).

Figure 6-2 shows how each type of justification looks.

Figure 6-2. The Print Justification Modes



A change in text justification does not change how the text is shown on the display, it only changes the way it is printed.

Left Justification

When text is left justified, each line of text begins at the left margin and ends at or before the right margin, depending on the length of the words on the line. This type of justification is also called *ragged right*.

Apple Writer is set up so that your text is automatically left justified when it's printed—therefore, the default value of the print mode is left justification (LJ). If you've changed the value of the print mode and now want to left justify your text, here's how to do it.

To Do This	Press This ... Then Type This	
To left justify text	[P]	LJ
and press RETURN .		

Fill Justification

When text is fill justified, each line of text begins at the left margin and ends at the right margin, even though the number of characters per line varies from line to line. Apple Writer fill justifies text by putting extra spaces between words to fill out the line.

To Do This	Press This ... Then Type This	
To fill justify text	[P]	FJ
and press RETURN .		

Center Justification

When text is center justified, each line of text is centered on the page. The difference between the number of columns between the left and right margin and the actual number of characters on a line is split and put as spaces at the beginning and end of the line.

To Do This	Press This ... Then Type This	
To center justify text	[P]	CJ
and press <code>RETURN</code> .		

To center a title on a page, embed

+CJ

in the text on the line before the title. Then, to return to normal, embed +LJ, +FJ, or +RJ on the next line, depending upon the type of justification you were using.

Right Justification

When text is right justified, each line begins at or to the right of the left margin (depending upon the length of the words in the line) and ends at the right margin. This type of justification is also called *ragged left*.

To Do This	Press This ... Then Type This	
To right justify text	[P]	RJ
and press <code>RETURN</code> .		

Changing the Vertical Format of a Page

In Apple Writer, the vertical format of the page is determined by the values of the PL (printed lines), TL (top line), TM (top margin), BM (bottom margin), and BL (bottom line) commands, and by the presence or absence of a footnote.

The number of printed lines (PL) is the frame within which all the other vertical format commands operate. This is because PL is the sum of the lines taken up by everything else:

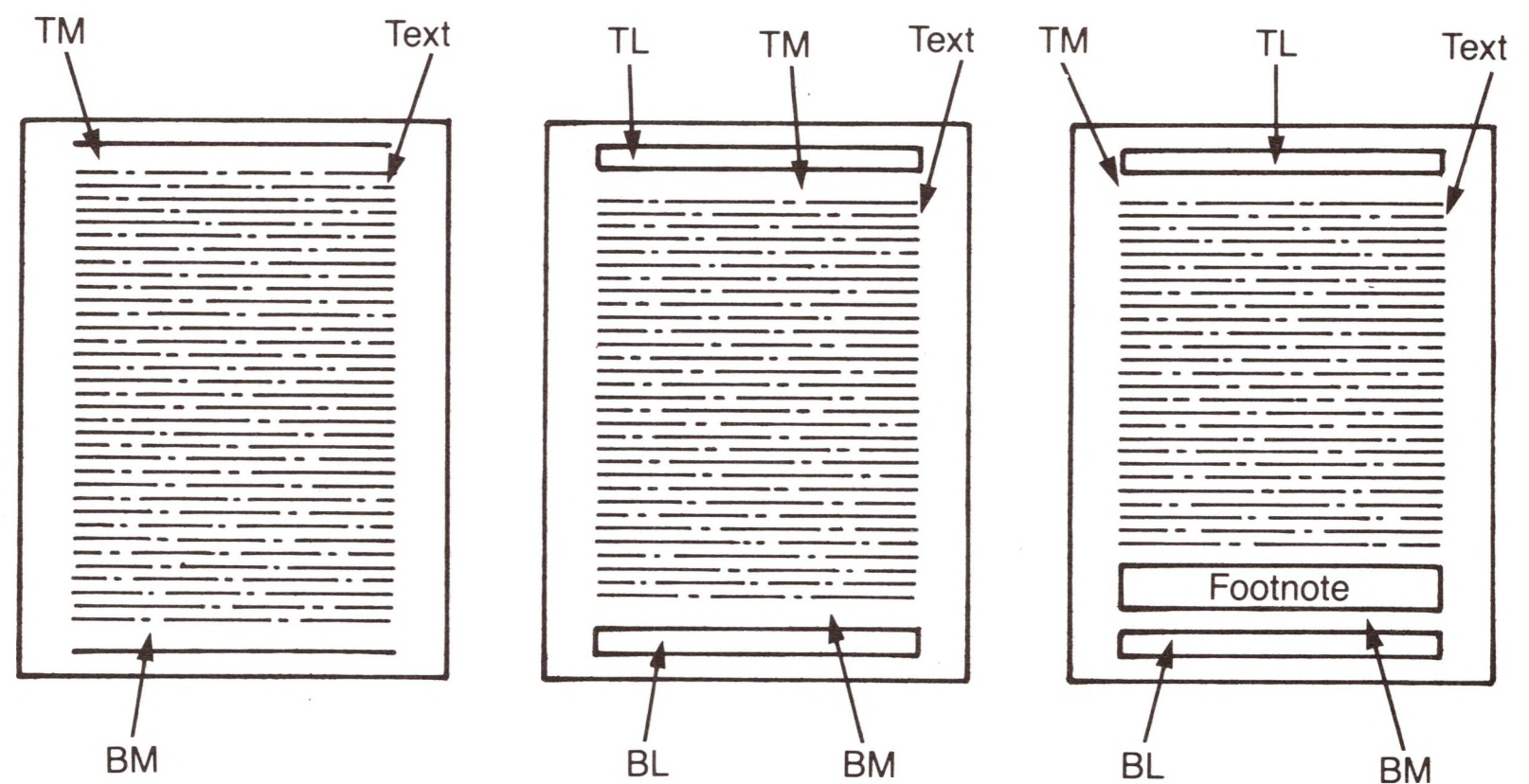
PL = top line (TL)
 + top margin (TM)
 + text (and footnote, if any)
 + bottom margin (BM)
 + bottom line (BL)

Put another way, the number of lines of the *document* that are printed on a page is the number of lines left over when the lines used by TL, TM, BM, BL, and the footnote are subtracted from the number of lines in PL:

$$\text{text} = \text{PL} - (\text{TL} + \text{TM} + \text{BM} + \text{BL} + \text{footnote})$$

Figure 6-3 shows how each of these commands affects the number of lines of text that are printed on the page.

Figure 6-3. Format Command Relationships



Notice that two extra lines of the document are printed on the page if there is no TL or BL.

If there is a footnote, the space for it and for an extra blank line between it and the preceding text is subtracted from the space normally used by the document.

By the Way: A .TM command embedded at the beginning of a document will not take effect on the first page of the document—only on subsequent pages.

Setting the Number of Printed Lines Per Page

If you want to specify how many lines of the document to print on each page, follow these instructions.

First, decide how many lines of the document you want printed on a page. Add that number to the sum of lines taken up by TL, TM, BM, BL, and footnotes. Then use this number to set the total number of printed lines (PL) per page.

To Do This	Press This ... Then Type This	
To set the total number of printed lines per page	[P]	PL
Then type the number and press RETURN .		

Make sure that the number of lines in PL (printed lines) does not exceed the number of lines in PI (page interval). When PL is less than PI, Apple Writer inserts blank lines after the BL text. If PL is greater than PI, Apple Writer prints as much of the text as will fit on the page, then issues a blank page, and prints the rest of the text on a new page.



Warning
Don't give PL a value of 0 or 1. If you do, you'll have to start up Apple Writer again.

Changing Where Printing Begins

If you align the carriage of the printer so that it is even with the top edge of the paper and use the default values of the TL and TM commands (that is, no header and top margin is 1), the first line of text is printed on the second line from the top of the page.

If you use the same alignment and TM setting but include a header (TL), the header is printed on the second line from the top of the page.

To change where the first line of text or the header is printed, align the carriage differently on the paper before you start to print. For instance, if you're using the default values of PL (58) and PI (66), there are eight extra blank lines on the page—so, to center the text on the page, align the printer carriage with the top edge of the paper and then turn the carriage clockwise four lines.

Single, Double, and Triple Spacing

To get single, double, or triple spacing, you must specify the number of blank lines that you want between each line of text.

To Do This	Press This ... Then Type This	
To get single-spaced text	[P]	LIØ
To get double-spaced text	[P]	LI1
To get triple-spaced text	[P]	LI2

Then press `RETURN`.

Formatting Footnotes

To enter a one-line-long footnote so that it is automatically printed at the bottom of a page:

1. Place the cursor to the right of the footnote reference in the text.
2. Type `<` followed by the text of the footnote.
3. Type `>` at the end of the footnote, *followed by a space*.

Text that is typed between the footnote symbols, `(< >)`, is automatically put at the bottom of the page as a footnote when the document is printed. To indent a footnote, put the number of spaces that you want it to be indented between the beginning footnote symbol, `<`, and the beginning of the footnote text.

To enter a footnote that is longer than one line, break it into one-line segments and treat each segment as a separate footnote. Be careful to leave a space after each end-of-footnote symbol, `>`).

For instance, say you wanted a footnote that looks like this when it's printed:

From a conversation with the author at a party given
in her honor in New York, January 12, 1964.

Type the footnote in segments like this:

```
(<From a conversation with the author at a party given>) (<in  
her honor in New York, January 12, 1964.>)
```




Warning

Footnotes are not automatically formatted to fit between the current left and right margin settings.

To make sure a footnote is formatted between the margins, subtract the current LM (left margin) setting from the current RM (right margin) setting. The difference is the maximum number of characters you should have between each set of footnote symbols, (< >).

For instance, if LM is currently 0 and RM is 50, make the first footnote segment 50 (or fewer) characters long, the next segment 50 (or fewer) characters long, and so on, up to the end of the footnote.

To leave a blank line between two footnotes that are on the same page, separate them with a footnote that only contains spaces (one or more), like this: (< >).

Here's how to get footnotes that look like this when printed:

1. Personal notes, June 23
2. Smiley, Confidential Couriers (Falcon Press, 1975)

Type the footnotes like this in your document:



```
(<1. Personal notes, June 23>) (<    >) (<2. Smiley, Confidential  
Couriers (Falcon Press, 1975) >)
```



Warning

Footnotes that appear on the final page of a document are printed only if the document ends with an embedded form feed command (.FF). To find out how to embed a form feed in a document, see "Breaking Pages With Form Feed" later in this chapter.

By the Way: To underline part of a footnote, insert an underline token (usually a backslash) at the beginning and end of the text to be underlined.

A single page cannot have more than 1024 characters of footnote(s). If there are more than this, you will see this message on the display when the text is printed:



```
WPL ERROR: FOOTNOTE OVERFLOW.
```

To recover, delete part of the footnote or split the footnote between two pages.

Follow these steps to split the footnote between two pages:

1. Divide the footnote into two fairly equal parts.
2. Type the first half of the footnote in the text at the position of the footnote number reference. (Enter it just as you would a normal footnote.)
3. Type the second half of the footnote anywhere on the next page. (If you put it about 50 lines after the first half of the footnote, it should appear on the next page when printed.)

By the Way: You may see the footnote overflow message when there are fewer than 1024 characters of footnotes on a page if you are running a large WPL program. Half of the WPL program buffer is shared with the footnote buffer, so the combined size of a WPL program and a footnote that are in the buffer at the same time cannot be greater than 2048 characters—the size of the buffer. To find out more, see the section on WPL error messages in the *Apple Writer III Word Processing Language* manual.

For Example

Here's how to get printed text that looks like this

Subsequent studies (3) do not support this theory.

and this footnote printed at the bottom of the page and indented six spaces from the left margin

3. James, The True Meaning of Q (Kings Press, New York 1970)

Type the text and footnote so it looks like this on your display:

Subsequent studies (3) (< 3. James,\The True Meaning of
Q\Kings Press, New York 1970) >) do not support this theory.

Setting a Paragraph Margin

In Apple Writer, you can set a margin for the first line of a paragraph. This margin takes effect on the first line of text after a **RETURN**.

Paragraph margins can be used not only to indent paragraphs, but also to “outdent” the first line of a hanging paragraph (one in which all lines except the first line are indented) or an item in a bulleted list.

Indenting Paragraphs

If you want all your paragraphs to be indented when they are printed, set a positive value for the paragraph margin in the print value buffer.

To Do This	Press This ... Then Type This	
To indent paragraphs	[P]	PM+

Then type the number that tells how many spaces that you want each paragraph indented from the current left margin (LM) setting, and press RETURN.

If you want to indent just one paragraph, embed a .PM command before and after the paragraph.

If you want a particular paragraph indented, embed +PM+ and a number that represents the number of spaces to indent the paragraph on the line before the paragraph. Then embed +PMØ on the line after the paragraph so that subsequent paragraphs are printed flush left.

If you enter the PM command and a value without typing a plus or minus sign before the value, Apple Writer assumes that the value is positive and indents the paragraph.

For Example

If the current left margin setting is 9, and you want to indent the first line of each paragraph five spaces from the left margin, press [P] and type

PM+5

or type

PM5

The first line of each paragraph is then indented 14 spaces (9 + 5) from the left edge of the paper.

If you want the first line of just one paragraph indented five spaces from the left margin, embed .PM at the beginning and end of the paragraph, like this:

```
.PM5
I want the first line of this paragraph to be indented five
spaces to the right of the current left margin, and all other
lines to begin at the left margin.
.PM0
```

Since I embedded PM0 at the end of the last paragraph, this paragraph will begin at the left margin.

The paragraph will look like this when it's printed:

I want the first line of this paragraph to be indented five spaces to the right of the current left margin, and all other lines to begin at the left margin.

Since I embedded PM0 at the end of the last paragraph, this paragraph will begin at the left margin.

Making Hanging Paragraphs and Bullets

When the paragraph margin is used to outdent the first line of a paragraph or bullet in part of a document, it is *always* embedded. In this case, the paragraph margin (PM) is used to outdent the first line to the normal left margin setting, and the left margin (LM) setting is used to indent the rest of the paragraph or bullet.

To make an outdented (or hanging) paragraph or bullet, follow these instructions:

1. On the line preceding the paragraph(s) or bullet(s), embed .LM and the number of the column that you want the body of the text to start printing in.
2. On the line after the embedded .LM setting, embed .PM and the number that represents the number of spaces that you want the first line of the paragraph or bullet to be outdented from the embedded left margin setting.

For Example

Here's how to get text that looks like this when it's printed:

This month we are proud to welcome two more distinguished artists to our editorial staff:

JOHN DAVID HOFF will be our fine arts correspondent. Mr. Hoff, whose exquisite renderings of nature won him the 1971 Nephu award comes to us from the University of Reading, Reading, England.

SASHA CONSTANCE IVANOFF will cover the performing arts. Ms. Ivanoff is best known for her stirring evocation of Maid Marian in the ballet 'Robin Hood.'

Type the text like this in your document:

This month we are Proud to welcome two more distinguished artists to our editorial staff:

.LM+10

.PM-8

JOHN DAVID HOFF will be our fine arts correspondent. Mr. Hoff, whose exquisite renderings of nature won him the 1971 Nephu award comes to us from the University of Reading, Reading, England.

SASHA CONSTANCE IVANOFF will cover the performing arts. Ms. Ivanoff is best known for her stirring evocation of Maid Marian in the ballet 'Robin Hood.'

.LM-10

.PM0

Here's how to get a bulleted list that looks like this when printed:

These are the objectives of our newsletter:

- to promote public interest in the arts and encourage participation throughout the community
- to help raise money for local theaters, schools, and conservatories

Type the text like this in your document (LM is already set to 5 in the buffer):

```
These are the objectives of our newsletter:

.LM+6
.PM-2
- to Promote Public interest in the arts and encourage
Participation throughout the community

- to help raise money for local theaters, schools, and
conservatories
.LM-6
.PM0
```

Printing Part of a Document

To print part of a document, embed the enable print (EP) command.

When the document is in memory,

- embed .EP1 at the beginning of the part(s) you want to print
- embed .EP0 at the beginning of the part(s) you don't want to print.

Then print the document as usual, using the NP command.

Apple Writer always starts printing at the beginning of the document, unless it encounters an embedded .EP0 there. So, if you don't want to start printing until later in the document, embed .EP0 at the beginning of the document.

Apple Writer prints all the text from .EP1 to the next .EP0. If it doesn't encounter an embedded .EP0, it prints to the end of the document.

When you use the EP command, the pages that you print have the same numbers as they would have had if you had printed the entire document. For instance, if you only print page 4 of your text, it will be numbered page 4—not page 1.

By the Way: If you want part of a document to begin at the top of a page when it's printed, embed a form feed (.FF) before .EP1 and after .EP0.

Breaking Pages With Form Feed

Apple Writer automatically breaks each page for you. When a sheet of paper is full of text, Apple Writer automatically issues a form feed and starts printing on the next sheet of paper.


If you want to control how a particular page is broken—for instance, to make sure that a table is not split between two pages when it's printed—you can do so by using the embedded form feed command (.FF). A form feed causes printing to stop on the present sheet of paper and feeds the next sheet of paper into the printer.

An embedded form feed can be either unconditional or conditional.

An **unconditional form feed** advances a page no matter how much space is left on the page.

An **unconditional form feed** is a form feed without a number. No matter how much space is still available on the page, it triggers a form feed.

This is how an unconditional form feed looks when it's embedded in text:



```
We hope that you enjoy this issue of LOCALARTS as much as we do.  
.FF  
Our next issue will include our annual financial statement and  
information about funding for the new arts center at Magnolia  
Grove.
```

When this text is printed, the page is broken right after the first sentence, no matter how many lines are left on the page.

To find out how to embed a command, see “Embedding a Command in a Document” in Chapter 5.

To use an unconditional form feed, embed .FF at the place in your document where you want it to occur.

Use an unconditional form feed to

- force a page break
- end the last page of a complete document
- issue a blank page.

A **conditional form feed** only advances a page if the number of lines left on the page is less than the number used in the command.

A **conditional form feed** is a form feed followed by a number. It triggers a form feed only if the number of lines needed to fit a particular piece of text on the page (specified by the number) is greater than the number of lines remaining on the page.

Use an embedded form feed to control where page breaks occur.

Here's an example of how a conditional form feed looks in a document:

We hope that you enjoy this issue of LOCALARTS as much as we do.
.FF3
Our next issue will include our annual financial statement and information about funding for the new arts center at Magnolia Grove.

To use a conditional form feed, embed .FF and a number that represents the number of lines needed for the text, right before the piece of text in your document.

Use conditional form feeds to make sure that all the lines of a piece of text are printed together on one page, rather than split between two pages.

For Example

To make sure that this table (which, including blank lines, takes up nine lines) is put on one page when it's printed, embed .FF9 at the beginning of the table, like this:

.FF9		
SUBSCRIBERS		
	Daily	Sunday
1981	105,024	87,649
1980	85,264	62,608
1979	59,389	49,520

Inserting Messages and Comments

In Apple Writer, you can put a message to yourself in your document. These messages can take two forms: an IN command or a comment.

The .IN command is especially useful for inserting important messages about the printer. For instance, if you must tighten the platen on the printer before printing a subscript or superscript, embed a message to remind yourself to do so—and to stop the printer at the appropriate time.

When Apple Writer encounters an embedded .IN as it is printing a document, it temporarily stops the printer, displays the message, and waits for you to press **RETURN** before it resumes printing.

To put this kind of message in your document, embed .IN followed by the text of the message at the place in your document where you want the message to occur.

You can also put comments to yourself in a document. A comment is shown only when you're *editing* the document; it is not printed.

To put a comment in your document, press `RETURN` and type a period (.), then type the message and press `RETURN` again. Your message can be up to 128 characters long.

By the Way: If you want to print a line that begins with an ellipsis (...), start the line by typing a space, then type the three periods. Otherwise, the line will be treated as a comment and not printed.

For Example

When you print this text

```
These data are consistent with the recent studies of these
.IN Tighten the Platen!
Phenomena as well as the findings of independent
investigators (3).
```

the printer will print this much of the text:

```
These data are consistent with the recent studies of these
```

Then printing will stop and you'll see this message on the display:

```
Tighten the Platen!
```

When you press `RETURN`, Apple Writer resumes printing.

Printing to Devices Other Than a Printer

Printing usually means sending a formatted copy of a document to a printer. But you can also send a formatted copy of the document to the display or to a file.

Printing to the Display

You can print a document to the display to see its format before you print it.

If you want to see how your printed document will look before you actually print it on paper, you can "print" your document on the display, using the print destination (PD) command.

First, set the value of the right margin (RM) to 79 or less. Remember that the RM setting should never exceed the width of the printer. Since the display is now your printer, and its maximum width is 80 characters per line—ranging from column 0 through 79—the RM setting should not be greater than 79.

Then, since the device name of the display is .CONSOLE

To Do This	Press This ... Then Type This	
To print to the display	[P]	PD .CONSOLE

and press `RETURN`.

Then use NP to print the document, just as you would if you were printing it to a printer.

By the Way: If you print to the display often, here's a way to make the best use of it quickly. Set these values for the commands on the Print Command Menu

Left Margin	LM0
Right Margin	RM79
Printed Lines	PL22
Page Interval	PI24
Single Page	SP1
Print Destination	PD.CONSOLE
Carriage Return	CR0
Top Line	TL(blank)
Bottom Line	BL(blank)

and save them in a print value file. Then all you'll need to do to print to the display is load this print value file and press [P]NP.

See "Saving and Loading a Print Value File" at the end of this chapter.

When text is printed to the display, it scrolls by quickly. For this reason, it's a good idea to set the value of the single page (SP) command to 1 before printing to the display. This causes printing to stop at the end of each page and wait for you to press `RETURN` to continue.

A small capital (^K) is used to differentiate keys on the numeric keypad from those on the main keyboard.

To get a better look at the text, you can temporarily stop printing.

To Do This	Press This
To temporarily stop printing to the display	[^K 7]
To resume printing to the display	[^K 7]

That is, hold down **CONTROL** while you press 7 on the numeric keypad.

You also can stop printing and return to the editing display.

To Do This	Press This
To stop printing to the display before it is finished and return to the editing display	ESCAPE

Printing to a File

If you want to save a *formatted* copy of your document in a file, you can with the print destination (PD) command. The contents of the file will look just like what would be printed on the printer.

Print a document to a file instead of saving it in a file if you plan to

- transmit the document via electronic mail, or
- use the document in another program.

Since the main reason for printing a document to a file is to make it easier to transfer the document to other displays and programs, you should make the format of the document as universal as possible. To do so, set these values for the commands on the Print Command Menu:

Left Margin	LM0
Right Margin	RM80
Top Margin	TM0
Bottom Margin	BM0
Printed Lines	PL66
Page Interval	PI66
Top Line	TL(blank)
Bottom Line	BL(blank)

The file that you print to must exist before you print to it. So before you start, save your document in the file that you want to print it to by pressing [S] and typing the name of the file.

When the values of the format and print commands are set correctly and the document has been saved

To Do This	Press This ... Then Type This
------------	-------------------------------

To print a document to a file	[P] PD
-------------------------------	--------

Then type the name of the file, just as you would if you were going to save or load the document, and press RETURN.

For instance, if you want to print to a file named JUNE24 on the disk in drive 2, press [P] and type

`pd,d2/june24`

Then when you press [P]NP, the formatted document is printed to the file.



Warning

Don't print a document to a file that contains a document other than the one you're going to print. If the file contains another document that's longer than the document you plan to print, the tail end of the first document will be at the end of the formatted document.

Saving and Loading a Print Value File

When you've changed the values of the print and format commands in the buffer so that they're just the way you want them, you can save them in a print value file—then use them again at any time, just by loading the file.

You can save the values of the print and format commands, then use them again at any time.

First, change the values of the print and format commands in the buffer to the values that you want to save. Then

To Do This	Press This ... Then Type This	
To save the print values in a file	[Q]	D
When you see <code>Enter file name :</code> , type the name of the file to save the print values in and press <code>RETURN</code> .		

Apple Writer automatically ends print value filenames with the suffix *.PRT*.

By the Way: It's a good idea to save a print value file—using [Q]D—to the same name as the text file that you plan to use it with. That way, you will remember which print value file goes with which document. Apple Writer will distinguish the print value file from the text file by the *.PRT* suffix.

To Do This	Press This ... Then Type This	
To load print values from a file	[Q]	C
When you see <code>Enter file name :</code> , type the name of the print value file to load and press <code>RETURN</code> . Just type the filename you gave it, not the <i>.PRT</i> suffix.		



Warning

When you load print values from a file into the print value buffer, the previous contents of the buffer are erased.

Apple Writer automatically loads print values from the file *SYS.PRT* from the disk in the built-in drive at the beginning of each session. This happens when you press `RETURN` from the opening display.

You can get Apple Writer to load your own print values instead of the default print values by saving your print values in a file named *SYS.PRT* on either the Apple Writer system disk or one of your data disks.

To save your own print values in SYS.PRT on the system disk, follow these steps:

1. If you want to keep a copy of the original SYS.PRT file—in case you might need the print values for the future—rename the file by pressing [Q]B, typing SYS.PRT, and pressing **RETURN**. Then type a new name for the file and press **RETURN**.
2. Use [P] or [P]? to assign new values to the print and format commands that you want to change.
3. With the Apple Writer system disk in the built-in drive, save the new values in a file named SYS.PRT by pressing [Q]D and typing
 .d1/sys
4. From now on when you start up Apple Writer, it will automatically load the print values you set and saved in SYS.PRT.

To make your own SYS.PRT file on a data disk, follow these steps:

1. Use [P] or [P]? to assign new values to the print and format commands that you want to change.
2. Put a formatted disk other than the Apple Writer system disk into the built-in disk drive, then save the new values in a file named SYS.PRT by pressing [Q]D and typing
 .d1/sys
3. Copy the SYS.TAB file from the system disk onto the disk you put the SYS.PRT file on. You also can make your own SYS.TAB file.
4. To use the print values on this disk as Apple Writer's default values, remove the Apple Writer system disk from the built-in drive immediately after starting up Apple Writer, but before you press **RETURN** from the opening display. Insert the disk with your SYS.PRT and SYS.TAB files in the built-in drive, and press **RETURN**. The values in SYS.PRT and SYS.TAB files are loaded into their respective buffers.

To find out how to make a SYS.TAB file, see "Saving Tabs in a File" in Chapter 3.

Warning

The disk that contains your SYS.PRT file must also contain a file named SYS.TAB that holds default tab settings. This is because SYS.PRT and SYS.TAB are loaded at the same time. Copy the SYS.TAB file from the Apple Writer system disk, or create your own.

For Example

To make a file of print values that is suitable for letters, change the print values in the buffer by pressing [P]? and RETURN and then typing each command and its new value. Then to save the print values as a file named LETTERS on the default disk, press [Q]D and type

```
l e t t e r s
```

If you catalog the disk (using [O]A), you'll see your file listed as LETTERS.PRT.

Then when you want to use these values to print letters, use [Q]C to load the values into the print value buffer.

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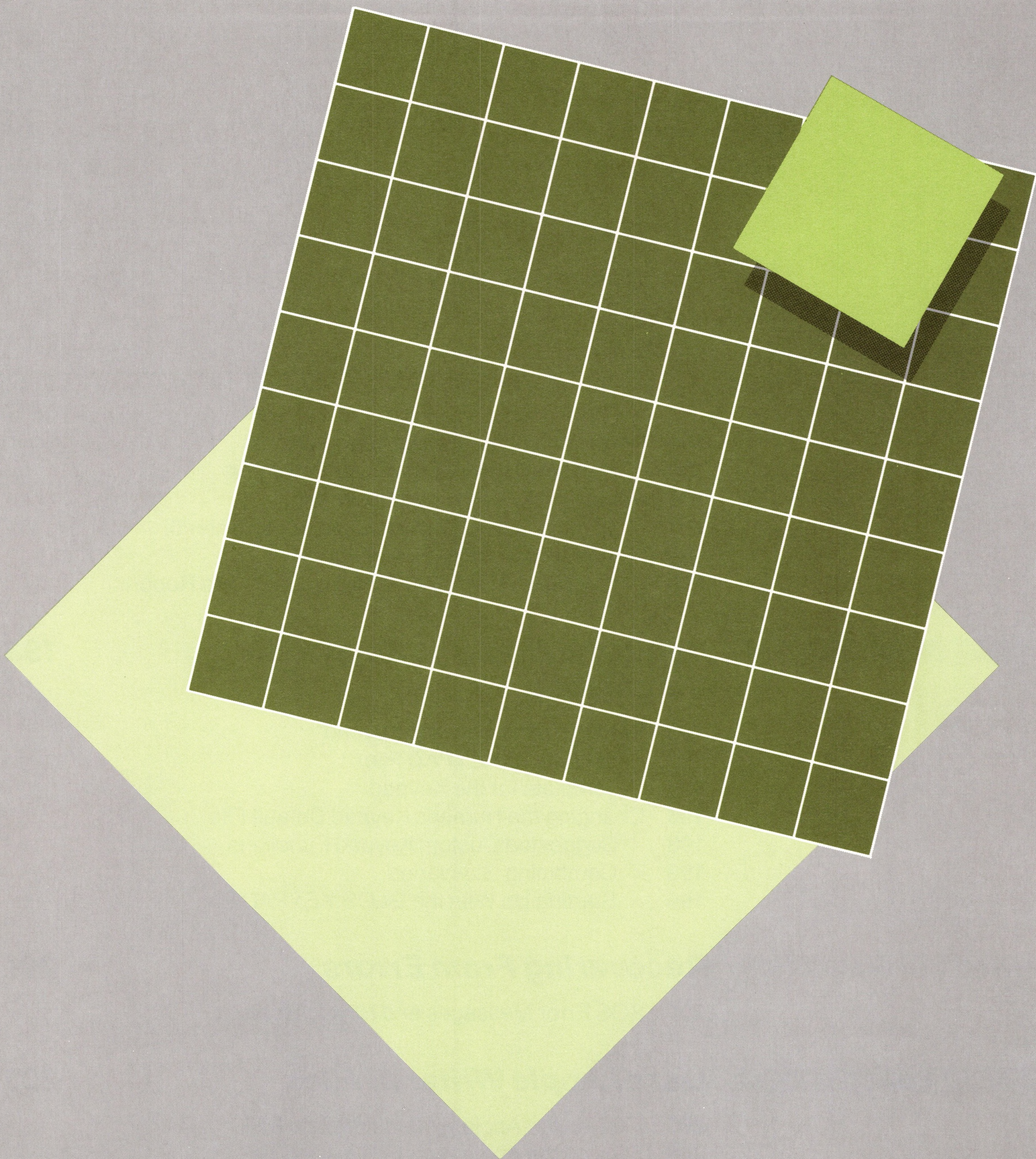
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How to Use the WPL Programs

The Word Processing Language (WPL) is a feature of Apple Writer that allows you to save Apple Writer commands in a file and then execute them as a program later. WPL programs are made up of the Apple Writer commands you've already learned, plus a few more commands that can only be used in WPL. These are covered in the *Apple Writer III Word Processing Language* manual.

The WPL programs are on your system disk, ready to use.

This appendix tells you how to run the WPL programs on your Apple Writer III disk. You don't need to know a thing about WPL to run the programs—just follow the instructions and you'll be able to use these programs for quick word processing.

On the other hand, WPL is easy to learn and will enhance your use of Apple Writer. If you want to, you can find out how to modify a WPL program—or learn how to program in WPL—by reading the *Apple Writer III Word Processing Language* manual that came with Apple Writer III.

Here are the WPL programs on your Apple Writer III system disk that are discussed in this appendix:

Program	What It Does
AUTOLETTER	Creates “personalized” form letters.
AUTOPRINT	Prints separate documents in succession.
CONTPRINT	Prints the contents of several files as one document.
COUNTER	Counts the total number of words in a document.
MOVER	Transfers files from one disk to another.
CONVERT	Converts Apple Writer 1.1 embedded print commands to Apple Writer III format.

There are also several WPL programs that are used for demonstrations in Part I of this manual. If you want to get an idea of some of the things that you can do with WPL, follow the instructions for running these demonstrations in “Advanced Techniques” in Chapter 2.

By the Way: If you want to run a particular WPL program automatically at the beginning of each session, see the section on “startup programs” in your WPL manual to find out how.

How to Run a WPL Program

Here’s how to run a WPL program.

To Do This	Press This ... Then Type This	
To run a WPL program	[P]	DD

Then type the name of the WPL program that you want to run, and press **RETURN**.

For instance, to run the WPL program named AUTOLETTER that's on the system disk in the built-in drive, press [P] and type

```
do,d1/autoletter
```

Warning

Do not run WPL programs from the Print Command Menu—that is, not after pressing [P]?

Warning

Don't use [P]DO to run the WPL programs that are used in the Chapter 2 demonstrations (except for the program named DEMOS). The DEMOS program contains commands that execute all of the other demonstration programs; if you try to execute each program separately, you'll get strange results.

Creating Personalized Form Letters

The AUTOLETTER program creates personalized form letters. It inserts names and addresses from a file into a letter at positions that are marked in the letter.

Running AUTOLETTER

To see what the AUTOLETTER program does, run it.

First, check the Print Command Menu—by pressing [P]?—to make sure Apple Writer is set up for your printer; if you do not have a printer, set the print destination to .CONSOLE. Then leave the menu by pressing **RETURN**. With the [P]rint/Program: prompt still displayed, run AUTOLETTER, following the instructions in “How to Run a WPL Program.” When the program has finished one form letter, press **RETURN** to have it print the next.

AUTOLETTER stops when it runs out of addresses in the address file. To leave the program before this, press **ESCAPE** when the program is running (not when it is waiting for you to press **RETURN**).

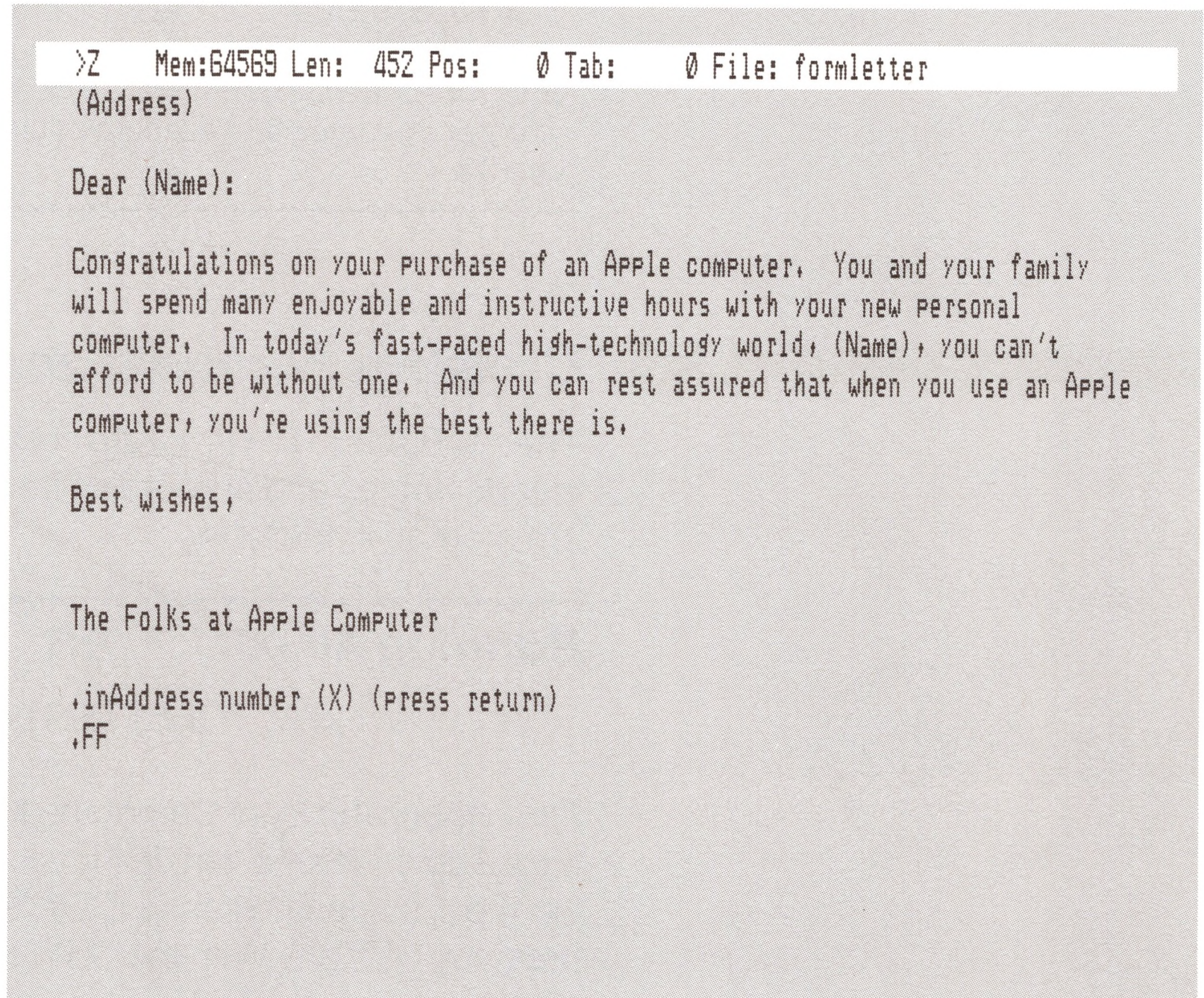
Making Your Own Form Letters

To make personalized form letters, you must write your own form letter and save it in a file, create an address list and save it in a file, and make minor changes to the AUTOLETTER program. The following sections tell you how to do each of these things.

Writing the Letter

Figure A-1 shows FORMLETTER, the document that AUTOLETTER uses to make personalized form letters.

Figure A-1. A Form Letter



```
>Z  Mem:64569 Len: 452 Pos:  0 Tab:  0 File: formletter
(Address)

Dear (Name):

Congratulations on your purchase of an Apple computer. You and your family
will spend many enjoyable and instructive hours with your new personal
computer. In today's fast-paced high-technology world, (Name), you can't
afford to be without one. And you can rest assured that when you use an Apple
computer, you're using the best there is.

Best wishes,

The Folks at Apple Computer

.inAddress number (X) (Press return)
.FF
```

Study Figure A-1 to see how to begin and end a form letter and to see how to designate the places in the letter where you want to substitute names and addresses from the address list.

[****] clears the screen. To find out more about this command, see the WPL manual.

Then follow these steps to write your form letter:

1. Clear memory by pressing [**N**]Y.
2. Type the text of the letter. The letter may be as long as you want (as long as it still fits into memory).
3. Enter control-character insertion mode, with [**V**], and then type [****] on a line by itself at the beginning of the letter. [****] means “hold down **CONTROL** while you type a backslash.”

To insert [****], move the cursor to the beginning of the letter, then press

[**V**]
[****]
[**V**]

4. Put the cursor two lines above the greeting line (the one that says “Dear ...”) and type

(Address)

Then, every place in the letter where you want the recipient’s first name to be inserted, type

(Name)

5. If you want to stop the printer after it prints each letter, embed a message such as the one shown after the last line of the letter in Figure A-1. If you embed the .IN command, you will have to press **RETURN** after each letter to print the next one.
6. Embed a form feed (.FF) at the end of the letter.
7. Save the letter in a file on a disk other than the Apple Writer system disk.

Creating an Address List

Figure A-2 shows the contents of ADDR5, the file that supplies AUTOLETTER with names and addresses for form letters.

Figure A-2. An Address File

```
<Z   Mem:64758 Len: 263 Pos:   0 Tab:   0 File: addr5
<1>John Smith
123 Elm Street
Anytown, U.S.A. 12345
<2>Terry Jones
321 Palm Lane
Centerville, FL 54321
<3>Esbert Q. Manly
1984 Orwell Place
Future, PA 14151
<4>Harry Q. Public
1953 Warren Court
Sublime, WI 09876
<5>Mary Sanders
0000 Null Result
Meander, OH 54637
<
```

Look at Figure A-2 to see how to set up an address list. Then follow these instructions to make your own address list:

1. Clear memory.
2. Type the names and addresses of the people that you want to include in the address list, pressing **RETURN** at the end of each name and each line of each address. Begin each name and address with a number between angled brackets. See Figure A-2 to find out how your address list should look.

The format of the rest of the address is optional—set it up the way you want it to be printed.

3. Save the address list in a file on the same disk that you saved your letter on.

Making Your Own AUTOLETTER Program

To print personalized form letters with your letter and address list, you must make minor changes to AUTOLETTER, the program that merges the form letter and address list and prints the results.

Specifically, you must substitute the name of the file that contains the letter and the name of the file that contains the address list for the names of the files that AUTOLETTER is currently set up to use—FORMLETTER and ADDR5. The best way to do this is to load AUTOLETTER, substitute the names of your letter and address files for FORMLETTER and ADDR5, and save the modified AUTOLETTER program under a new filename.

Figure A-3 shows a copy of AUTOLETTER. The parts of the program that you must change are highlighted in this figure.

Figure A-3. The AUTOLETTER Program

```

START  PSX 1
LOOP   NY
      L ,D1/FORMLETTER
      B
      F/(Address)//
      Y?
      L ,D1/ADDR5!<(X)>!<IN
      PGO FOUND
      PGO QUIT
FOUND  PLS ,D1/ADDR5!<(X)>! !N=$A
      B
      F/(Name)/$A/A
      PNP
      PSX +1
      PGO LOOP
QUIT   PIN          Done at address (X) (Press RETURN)
      NY

```

To make your own version of AUTOLETTER, which you can use to merge your letter and address files, follow these steps:

1. Clear memory.
2. Load AUTOLETTER by pressing [L] and typing its name.
3. Substitute the name of the file that you saved your letter in for the name *FORMLETTER*, highlighted in Figure A-3.
4. Substitute the name of the file that you saved your names and addresses in for the name *ADDR5*, highlighted in Figure A-3.

Figure A-4. Another Version of AUTOLETTER

Figure A-4 shows what the program would look like if the name of the file that contains your letter were PROMO and the name of the file that contains your address list were CLIENTS.

```
START  PSX 1
LOOP   NY
        L .D1/PROMO
        B
        F/(Address)//
        Y?
        L .D1/CLIENTS!<(X)>!<IN
        PGO FOUND
        PGO QUIT
FOUND  PLS .D1/CLIENTS!<(X)>! IN=$A
        B
        F/(Name)/$A/A
        PNP
        PSX +1
        PGO LOOP
QUIT   PIN          Done at address (X) (Press RETURN)
        NY
```

5. Save the modified program in a new file with a new name on the same disk that you saved your letter and address files on.

Now, to make personalized copies of your letter for everyone on your address list, put the disk that contains your form letter, address file, and modified AUTOLETTER program into the built-in drive (if it's not already there), then press [P] and type

do.d1/

followed by the name of the file that contains your modified version of the AUTOLETTER program.

Automatic Printing

The AUTOPRINT program lets you tell Apple Writer the names of the files that contain the documents you want printed, then it prints them for you. With AUTOPRINT you don't have to sit at the keyboard waiting for each document to print so that you can enter the commands to print the next one—AUTOPRINT loads a document, prints it, and clears memory; then it automatically repeats the process with the next document.

To use AUTOPRINT, follow these steps:

1. Run AUTOPRINT in the same way you do other WPL programs—by pressing [P] and typing `DO AUTOPRINT` (and specifying a disk drive name, if necessary).
2. Type up to 30 filenames, preceded by the name of the drive, pressing `RETURN` after each one.
3. Press `RETURN` without a filename to begin printing.

When you press `RETURN`, AUTOPRINT creates another WPL program called PRINTIT and saves it on the disk in the built-in drive. Then AUTOPRINT automatically runs PRINTIT. Therefore the disk in the built-in drive cannot be write-protected (the write-enable notch cannot be covered).

Continuous Printing

The CONTPRINT program lets you print the contents of several files as a single document. This means that it continues numbering pages and counting lines from the previous document as it prints each new one.

CONTPRINT works the same way as AUTOPRINT, which was described in the previous section.

Counting the Number of Words in a Document

The COUNTER program counts the total number of words in a document. Run COUNTER like all other WPL programs. If you don't know how, see "How to Run a WPL Program" in this appendix.

Warning

Save the document in memory in a file before you run COUNTER because the COUNTER program clears memory when you run it.

You will be prompted for the name of the file that contains the document in which to count words. COUNTER may take a short while to run. When it's done counting words, the program displays the total number of words in the document and asks you to press `RETURN`. The program then asks for the name of the next document to tally.

When you're finished, press `RETURN` twice to return to the editing display.

Transferring Files From One Disk to Another

The program MOVER copies files from one disk onto another. MOVER can be used to back up individual files.

Warning

The MOVER program clears memory, so save the document in memory before you run it.

Run MOVER just like any other WPL program. Put the source disk (the one to copy from) in one drive, the destination disk (the one to copy to) in another.

MOVER prompts you for the device name of the source disk drive, then the device name of the destination disk drive. Then type the name of a file to copy and press **RETURN**. To leave MOVER, type **Q** and press **RETURN**. Then press **RETURN** again to return to the editing display.

Converting Apple Writer 1.1 Embedded Commands

The program CONVERT translates Apple Writer 1.1 embedded print and format commands to Apple Writer III embedded print and format commands. For instance, the program automatically changes

`!LM1Ø`

to

`,LM1Ø`

To find out how to convert the file, see Appendix B.

Before converting the embedded commands in an Apple Writer 1.1 document to the Apple Writer III format, you must convert the file itself.

When you have converted the file, follow these steps to convert its embedded commands:

1. If it is not already loaded, load the document into memory.
2. Run CONVERT. Press [P] and type `do.d1/convert.`
3. Save the converted document in a file.

CONVERT keeps you informed of its status. It tells you when it begins and ends the conversion and lets you continue converting files without rerunning the program.

How to Transfer Files to Apple Writer III

In this appendix you will learn how to transfer files from other application programs and from other versions of Apple Writer to Apple Writer III. You'll learn step by step how to

- convert Apple Writer 1.1 and Apple Writer II files to Apple Writer III format
- convert Apple Writer III files to Apple Writer II format
- transfer Mail List Manager files to Apple Writer, then use the names and addresses in them to generate form letters
- transfer Quick File and VisiCalc reports to Apple Writer III.

By transferring files to Apple Writer III, you can use documents created in Apple Writer 1.1 or II without retyping them, share your Apple Writer III files with Apple Writer II users, insert information from Quick File and VisiCalc reports into Apple Writer III documents, and use the information in Mail List Manager files and Quick File reports to create form letters.

What You Need to Know Before Transferring Files

Depending on the program that was being used when the file was created, you will use one of two methods to transfer it. For some files, you will use the Apple Writer III Utilities disk to convert the file to a new format. For others, you will start up the program that the file was created in and then “print” the file’s contents to a disk.

The Apple Writer III Utilities disk converts files from one format to another. Here’s what you can do with it:

- Convert Apple Writer 1.1 or Apple Writer II files to Apple Writer III by converting the files from DOS to SOS format.
- Convert Apple Writer III files to Apple Writer II by converting them from SOS to DOS format.
- Transfer Mail List Manager III files to Apple Writer III, then restructure the information in them so that it can be used by a WPL program to create form letters.

Since files from Apple III programs such as Quick File and VisiCalc III are already in SOS format, you do not need to convert them before using them with Apple Writer III.

To transfer a file created in one of these programs to Apple Writer, just start up the program that the file was created in, then print (rather than save) the file’s contents to a disk. This gives you a formatted version of the file that is free of any embedded commands, calculations, or other information specific to the program that created it. If you know how to use an application program, you probably know how to print a file from it to a disk—and that means that you already know how to transfer the file to Apple Writer III!

Once a file has been printed to a SOS-formatted disk, you can insert information from it into any Apple Writer III document, and you can use Apple Writer III to revise and edit it just as if it were created with Apple Writer. However, you can no longer use the functions of the program—Quick File, Mail List Manager, VisiCalc, and so on—that the file was written in. For example, if you need to do new calculations, you must go back to your original VisiCalc file and make the necessary changes, then print the revised information to an Apple Writer III document.

Converting Apple Writer 1.1 and Apple Writer II Files to Apple Writer III

The Apple Writer III utilities program converts Apple Writer 1.1 or II files to Apple Writer III by changing them from DOS to SOS format.

Here's what you need to convert Apple Writer 1.1 or Apple Writer II files to Apple Writer III:

- the Apple Writer III Utilities disk
- a SOS-formatted disk
- disk(s) with the Apple Writer 1.1 or II files that you want to convert
- an external disk drive or ProFile.

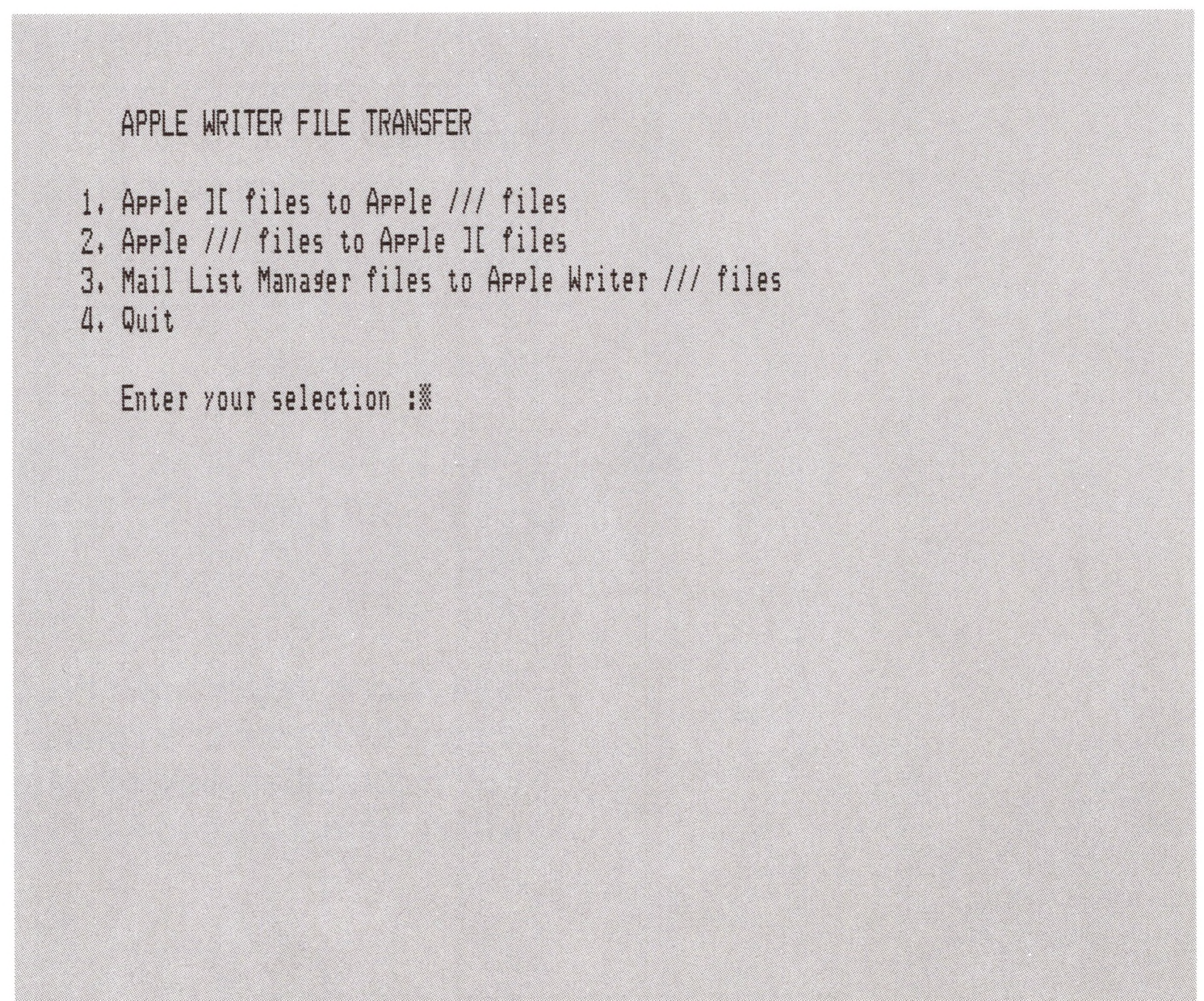
Follow these steps to convert the files:

1. Start up the Apple Writer III utilities program.

Remember: To start up a program, insert the disk that it is on into the built-in disk drive. If the computer is off, turn it on; if it's already on, hold down **CONTROL** while you press **RESET**.

In about 30 seconds, the File Transfer Menu shown in Figure B-1 appears.

Figure B-1. Apple Writer File Transfer Menu



2. Type 1. Then, when you see

Name of Apple III volume:

type the name of the disk or disk drive to which you want to transfer the converted files, and press **RETURN**. For example, if you want to put the converted files on the disk in drive 2, type `.d2` and press **RETURN**.

Note: If you plan to transfer the files to a ProFile, you must put a device driver for the ProFile on your Apple Writer Utilities disk. To find out more, see the *Apple III Owner's Guide*.

3. When you see

Name of Apple II file:

type the name of the Apple II file you want to convert, and press **RETURN**.

4. When you see

Name of Apple III file:


type the name you want to give to the converted file.

The Apple III filename can be the same as the Apple II filename, or you may choose a different name, as long as it is an acceptable SOS filename: it must begin with a letter; have no more than 15 letters, periods, and/or numbers; and cannot contain spaces or punctuation (other than a period).

Warning

You can only convert Apple II DOS text files and Apple Writer 1.1 files that begin with *TEXT.* in the catalog. You cannot convert Apple Writer II tab and print value files to Apple Writer III.

You will then see

 Insert Apple II diskette in built-in drive.
{Your Apple II filename} will be transferred to
.d2 {or the device or volume name you designated}

To continue, press **RETURN**:⌂

5. Remove the Apple Writer III Utilities disk from the built-in drive and replace it with the disk containing the Apple Writer 1.1 files. Insert a SOS-formatted disk (other than the Apple Writer III system disk) in the external drive (drive 2), and press **RETURN**.

By the Way: The SOS-formatted disk may contain other files, as long as you have enough room on it for the Apple Writer II file you are going to transfer to it.

The disk drive lights alternate between the drives as the file is converted and saved on the new disk. When the transfer is complete, the disk drives stop whirring, the red lights go off, and you see this prompt:

```
To continue, Press RETURN:
Name of Apple II file:␣
```

6. You can continue converting files, or, if you like, you can return to the Apple Writer File Transfer Menu by pressing **RETURN** twice.
7. If you converted Apple Writer 1.1 files, be sure to convert the embedded commands, too. To do so, start up Apple Writer III, load the file to convert, press [P] and type

```
do convert
```

The commands are then converted.

Converting Apple Writer III Files to Apple Writer II

The Apple Writer III utilities program can convert SOS-formatted Apple Writer III files to Apple II's DOS format, so that you can share Apple Writer III reports, letters, and documents with Apple II owners.

Here's what you need to convert Apple Writer III files to Apple Writer II:

- the Apple Writer III Utilities disk
- a DOS-initialized Apple II disk
- disk(s) with the Apple Writer III files you want to convert
- an external drive or ProFile

Follow these steps to convert the files:

1. Start up the Apple Writer III utilities program.
2. When the Apple Writer File Transfer Menu is displayed, type 2.

3. When you see

Name of APPlE III volume:

type the name of the disk or disk drive that contains the Apple Writer III file that you want to convert, and press **RETURN**. For example, if the Apple Writer III file that you want to convert is on the disk in drive 2, type `.d2`, and press **RETURN**.

4. When you see

Name of APPlE III file:

type the name of the Apple Writer III file you want to convert, and press **RETURN**.

5. When you see

Name of APPlE II file:

type the name you want to give to the Apple II file, and press **RETURN**.

By the Way: You can use the same filename or create a new one, as long as it is a legal Apple II filename. An Apple II filename must begin with a letter, have a maximum of 30 characters, and can't contain a comma.

6. This message is displayed:

```
Insert APPlE II diskette in built-in drive.  
{Your APPlE III file} will be transferred from  
.d2 {or the device or volume name you designated}  
  
To continue, Press RETURN:␣
```

Remove the Apple III Utilities disk from the built-in drive and replace it with a DOS-initialized disk. (The DOS disk may contain other files as long as there is enough room for the Apple Writer III file(s) you are transferring to it.)

7. Insert the Apple III disk that contains the file(s) you want to transfer in the external disk drive, and press **RETURN**.

The disk drive lights alternate between the drives as the file is converted and saved on the new disk. When the red lights go off and the whirring stops, you will see this message:

```
Name of APPlE III file:␣
```

8. You may continue converting files, or you can return to the Apple Writer File Transfer Menu by pressing **RETURN** twice.

Apple Writer Conversion Error Messages

As you can see, file transfer is a straightforward and simple operation. If something goes awry, you can diagnose and remedy the problem quickly by reviewing the following error messages and their solutions.

Error Message	Explanation
{ Your filename} already exists. Delete it, or use another name.	<p>The disk onto which you are making the transfer already contains a file that has the same name as this file.</p> <p>To recover, rename the file, or, if you no longer need the old file, delete it.</p>
Diskette is Write Protected	<p>You cannot transfer a file onto this disk because it is write-protected.</p> <p>Remove the silver write-protect tab from the disk or use a different disk.</p>
Apple II Disk Full	<p>There isn't enough room left on your Apple II disk to store this file.</p> <p>Delete unnecessary files from your Apple II disk or use a different disk.</p>
Directory Full	<p>There are too many filenames in the disk's directory.</p> <p>Delete unnecessary files from your Apple III disk or use a different disk.</p>

I/O Error on Apple III
Drive

The Apple III disk is in the built-in drive instead of in drive 2.

Switch the disks. The Apple II disk must always be in the built-in disk drive during file transfer.

Invalid Apple III
Pathname

Your Apple III filename doesn't conform to the SOS rules for filenames.

Use a legal Apple III filename. Apple III filenames can contain a maximum of 15 letters, periods, and/or numbers; must begin with a letter; and cannot contain spaces or punctuation marks other than a period.

Cannot Locate Built-in
Drive

Your SOS driver file is not properly configured for the built-in drive.

See your *Standard Device Drivers* manual for help.

No Such File in
Directory

The Apple III file was not found.

You may have made a spelling or typing error. Try again.

Unable to Find
{Your filename}

The Apple II file was not found.

You may have made a spelling or typing error. Try again.

Duplicate File Name

The specified file already exists on the disk you're using.

Use a different filename.

Unable to Transfer
This Type of File

The Apple II file is neither a text file nor an Apple Writer 1.1 file.

Door Open on Disk
Drive

The built-in disk drive's door is open. Close it.

Using Mail List Manager Files With Apple Writer III

You can transfer the names and addresses stored in Mail List Manager files to Apple Writer III, then use them to create personalized form letters.

Transferring Mail List Manager Files to Apple Writer III

For this transfer, you need

- the Apple Writer III Utilities disk
- SOS-formatted disks
- disk(s) with the Mail List Manager Files you want to transfer
- an external disk drive or ProFile.

By the Way: If you do not want to transfer your entire mailing list, use Mail List Manager's Merge/Filter option to select the appropriate records. When you have selected the records you want to transfer, leave the Mail List Manager program and proceed with the file transfer.

Warning

If your Mail List Manager files are stored on a ProFile, you must use the Merge/Filter option of Mail List Manager to copy your files onto a disk before you can transfer the files to Apple Writer. Although you can store your mailing list files on the ProFile, you can't transfer files directly from the ProFile to Apple Writer.

Follow these steps to transfer the files:

1. Start up the Apple Writer III utilities program.
2. When the File Transfer Menu (Figure B-1) is displayed, type 3.
3. Press **RETURN** when you see this prompt:

Insert APPLE Writer III utilities diskette in built-in drive and
press RETURN to continue or press ESCAPE to return to menu.

4. Type 1 when this prompt is displayed:

Mail List Manager Transfer
Drive Number of Mail List Manager diskette (1-4):

5. When you see

Name of Apple Writer III volume:
type .d2 or .Profile and press **RETURN**.

To make sure that there is enough room for your Mail List Manager file(s), use a disk that doesn't contain any other files.

6. Remove the Apple Writer III Utilities disk from the built-in drive and replace it with the Mail List Manager disk.

7. Press **RETURN**. The disk drive lights alternate for a few minutes as the mailing list information is transferred from the disk in the built-in drive to the disk in the external drive. When the transfer is complete, you'll see this message:

Drive Number of Mail List Manager diskette (1-4):

By the Way: The Apple Writer utilities program automatically names the file that contains the transferred mailing list MLMDATA. You'll learn more about this in "Using the Converted Mailing List to Make Form Letters."

8. You can continue transferring Mail List Manager files (using a different disk for each), or if you're finished transferring information, you can leave by pressing **ESCAPE**. From this part of the program, you cannot automatically return to the File Transfer Menu. You must insert the disk that contains the program you want to use next and restart the system.

Mail List Manager Transfer Error Messages

Here are the error messages you may encounter when transferring Mail List Manager files to Apple Writer III:

Error Message	Explanation
I/O Error 16 Diskette is Write Protected	The disk you are trying to transfer the file to is write-protected. Remove the silver write-protect tab from the disk or use a different disk.

I/O Error 8 Diskette
Full

There is not enough room on this disk for the file you're trying to transfer.

Delete unnecessary files from the disk or use a different disk.

I/O Error 10 File {your
filename} Not Found

The disk containing your Mail List Manager files is in an external disk drive instead of in the built-in drive.

Switch disks. Put the disk that contains the Mail List Manager files in the built-in disk drive and put the disk that you're transferring the files to in an external drive.

I/O Error 73 Diskette
Directory is Full

There are too many filenames in the disk's directory.

Delete unnecessary files from your Apple III disk or use a different disk.

Using the Converted Mailing List to Make Form Letters

The Apple Writer III system disk contains a WPL program named MAILLIST that prints form letters, using the names and addresses from converted Mail List Manager files. The MAILLIST program uses two files:

- MLMLETTER, which contains the text of the form letter
- MLMDATA, which contains the names and addresses transferred from Mail List Manager

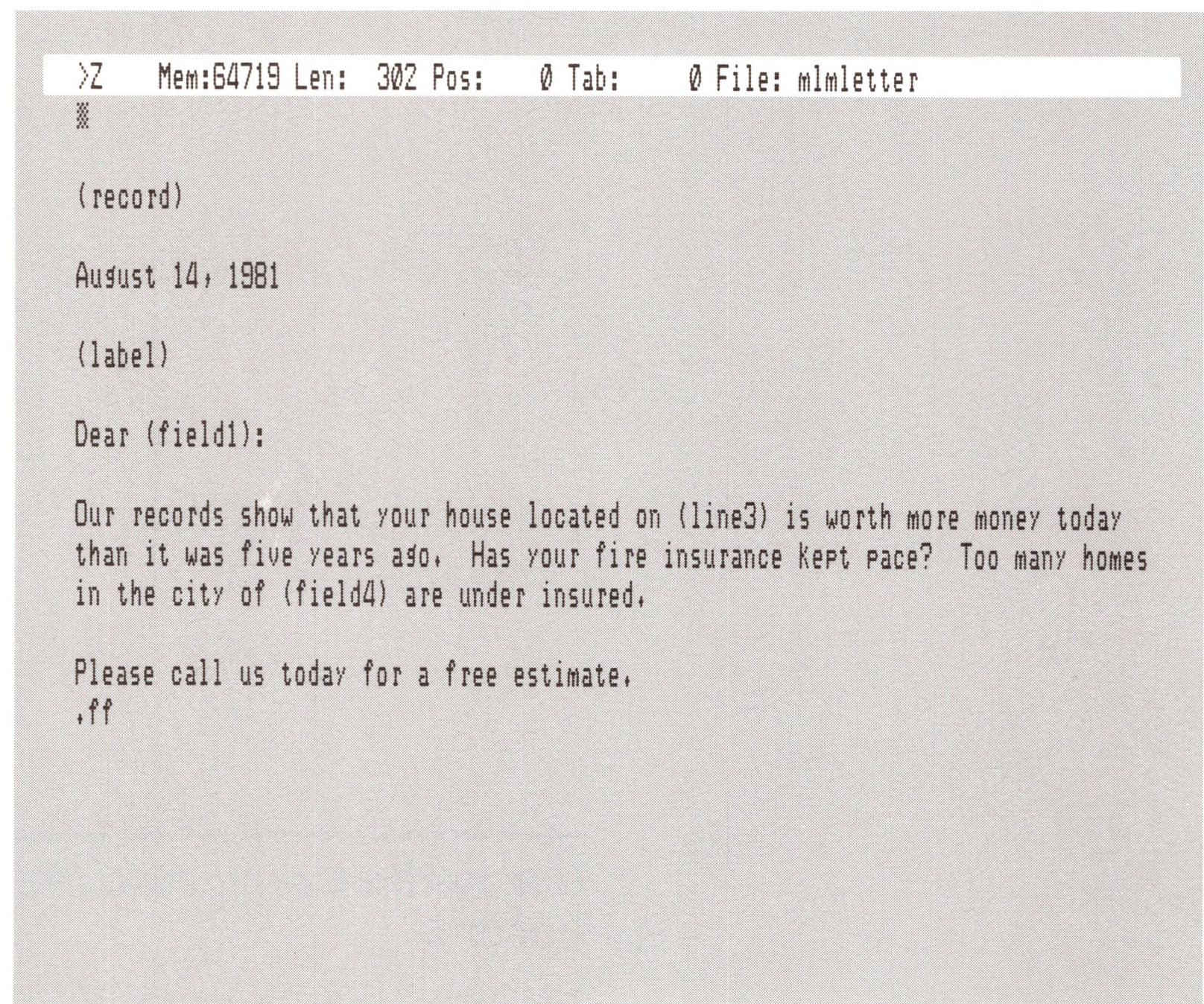
Here's what you need to run MAILLIST:

- an Apple Writer III system disk
- the disk that contains the transferred mailing list

Follow these steps to create a personalized form letter:

1. Start up Apple Writer III.
2. Load the form letter, MLMLETTER, by pressing [L], typing `,d1/mlmletter` and pressing `(RETURN)`. Figure B-2 shows MLMLETTER.

Figure B-2. MLMLETTER (The Form Letter)



```
>Z  Mem:64719 Len: 302 Pos:  0 Tab:  0 File: mlmletter
⌘

(record)

August 14, 1981

(label)

Dear (field1):

Our records show that your house located on (line3) is worth more money today
than it was five years ago. Has your fire insurance kept pace? Too many homes
in the city of (field4) are under insured.

Please call us today for a free estimate.
,ff
```

3. Edit the form letter to suit your needs.
4. To use the names and addresses in your mailing list in the form letter, you must specify the fields, lines, labels, and/or records that you want.

Wherever you want the first field in your mailing record to appear in the form letter, type

`(field1)`

For example, if the first field in your mailing record is LASTNAME, type `(field1)` wherever you want the last name to appear in your letter. You must type the parentheses around `(field1)`. If you forget the parentheses, Apple Writer III will print *field1* as part of the text of the letter.

For more about fields, lines, and labels, see your *Apple III Mail List Manager* manual.

5. At the place where you want the first mailing record line to appear, type `(line)`, followed by the line number inside the parentheses. For example, type
`(line1)`
6. At the place where you want a complete mailing label to appear, type
`(label)`
7. At the place where you want a complete mailing record to appear, type
`(record)`

Remember to put the parentheses around (field), (line), (label), and (record).

8. Insert the Apple III disk that contains your converted mailing list in the external disk drive. Then save your edited form letter in a file named MLMLETTER on that disk, by pressing [S], typing
`.d2/mlmletter`
and pressing `RETURN`.

Warning

The form letter must be saved on the same disk as the mailing list.

By the Way: If you want to create several different form letters, first transfer the mailing list onto several SOS-formatted disks. Then save each version of the form letter on a different disk with the appropriate mailing list.

9. Check the Apple Writer III Print Command Menu and set the values of the print and format commands. Make sure the printer is turned on and ready to print.
10. Make sure the Apple Writer III system disk is still in the built-in drive. Then run the MAILLIST program by pressing [P], typing
`do .d1/maillist`
and pressing `RETURN`.

11. Make sure the disk that contains your form letter (MLMLETTER) and mailing list information (MLMDATA) are in the external disk drive. Then, when you see

Name of Mail List volume

type the name of the drive you're using, such as .d2, and press **RETURN**. The printer then prints the form letter, using the names and addresses from the mailing list.

By the Way: If you would like to personalize your form letters, see your *Apple III Mail List Manager* manual.

That manual explains how to create form letters that address the recipient by his or her first name—for example, “Dear Annie” instead of “Dear Annie Apple.”

Printing VisiCalc Files to Apple Writer III

To insert information from a VisiCalc report into an Apple Writer III document, you must print the VisiCalc report to a file on disk. Then you can insert the information in any Apple Writer III document, or you can revise and edit the information, using all of the Apple Writer III editing functions.

Remember: You can't perform any calculations or use any of the VisiCalc functions on the transferred file. If you need to do new calculations, make changes on the original VisiCalc model or report, then transfer the revised file to Apple Writer III.

Here's what you need to print VisiCalc files to Apple Writer III:

- a VisiCalc system disk
- disks containing the VisiCalc file(s) you want to use in an Apple Writer III document
- a SOS-formatted disk

You don't need an external drive to print a VisiCalc file to a disk.

We assume that you are already familiar with loading, saving, and printing VisiCalc reports. If necessary, go back to your VisiCalc manual and review the VisiCalc commands.

Follow these steps to print a VisiCalc file to Apple Writer III:

1. Start up VisiCalc and load the VisiCalc file you want to transfer.
2. Position the cursor at the top-left corner of the information you want to transfer.
3. Insert a SOS-formatted disk in drive 1. It may contain other Apple Writer III files—as long as there is enough room for the information you are printing to it. (Don't use your Apple Writer III system disk for this purpose.)
4. Prepare to print the file by typing

`/PF`

In VisiCalc, a slash (/) gets the VisiCalc command line, *P* gets the print function, and *F* prints the file.

5. Type the disk drive name and the new filename for the report you want to print, and press `(RETURN)`. For example, if the information you are printing is called BUDGET82, type

`.d1/budget82`

By the Way: You can print the new file onto the same disk that contains your original VisiCalc file. If you do, make sure that you change the name of the file so you can distinguish the printed version from the original.

6. When you see

`lower right or setup`

move the cursor to the bottom right of the rectangular area you want to include, or type the coordinate, and press `(RETURN)`. The disk drive makes whirring noises as the file is printed to the disk in drive 1. When the light goes off and the whirring stops, the VisiCalc file has been printed.

7. You can now insert all or part of this file anywhere in an Apple Writer III document and edit it just as you would any other Apple Writer III document.

To do so, start up Apple Writer III, load the Apple Writer III document to which you want to add the VisiCalc information, then load all or part of the printed file. Save the revised document in a file.

Handling Word Wraparound Problems

If the report you printed from VisiCalc is more than 80 columns wide, the text will wrap around the screen. To correct this, you can do one of these things:

- Edit the report by deleting spaces between columns.
- Print the report as is (if the printer paper is wide enough and the right margin is set to accommodate the extended width).
- Return to VisiCalc and transfer the original file in sections that include fewer columns.

Using Quick File With Apple Writer III

To transfer a Quick File report to Apple Writer III, you must print the report to a SOS-formatted disk. Once the report is printed to disk, you can insert the information into an Apple Writer III document or use the information to create personalized form letters with WPL.

You can't do any Quick File functions on the report once you have printed it to disk. If you need to change the information in the report, go back to Quick File, make the changes, then print the revised report to an Apple III disk.

Here's what you need to print Quick File reports to Apple Writer III:

- the Quick File start up and system disks
- disk(s) containing the Quick File reports you want to transfer to Apple Writer
- SOS-formatted disks
- an external drive or ProFile

Note: Only information stored in labels format can be used with WPL to create form letters.

We assume that you know how to use Quick File to load, save, and create Quick File reports in both tables and labels formats. If necessary, review your Quick File manual.

Printing Quick File Reports to Apple Writer III

Follow these steps to print reports from Quick File to Apple Writer III:

1. Start up Quick File and load the Quick File report you want to use with Apple Writer III.

Remember: The report must be tables format (rows and columns) or labels format (horizontal, like names and address labels on envelopes). If you are planning to use the report with WPL, it must be in labels format.

2. From the Report Format display, press ⌘-Q to get the Printer Options display. Make sure that the value you have chosen for option 2, characters to print, is large enough so that a complete line of the report can be printed.

To determine the width of the record, compare it with Record (LENgth).

3. Look at option 13 on the Printer Options display. If you do not want report headers (title blocks) at the top of each page, change yes to *no*.

Press ⌘-ESC to return to the Report Format display.

4. Press ⌘-P to get the Print the Report display, Figure B-3.

Figure B-3. Quick File's Print the Report Display

```
File: Supply Vendors      PRINT THE REPORT      Escape: Report Format
Report: Vendors
Selection: All records
```

```
=====

Where do you want to print the report?
```

- 1. The screen
- 2. A printer
- 3. A file on disk

```
-----
Type your selection and press Return, ␣
```


5. Insert a SOS-formatted disk in drive 2.

6. Type 3 to print your report to disk, and press **RETURN**.

7. When you see

Enter a disk pathname (Example: .d2/MYFILE)

type the full name of the report you want to print, and press **RETURN**.

Remember: Your Quick File filename must begin with a letter; contain a maximum of 10 letters, numbers, and periods; and can't contain spaces or punctuation other than periods.

8. When you see

Enter report date and press **RETURN**

type the report date, and press **RETURN**. For example, you could type

May 30 83

and press **RETURN**. The disk drive lights alternate, and the drives make whirring sounds as the file is printed to the disk. During this operation, a message similar to this appears on your display:

Writing

.d2/{Your filename.ASCII}.....

When the disk drive lights go off and the whirring sounds stop, the Quick File report has been printed to the disk in drive 2 and the Report Format Menu appears on your display.

By the Way: When Quick File transfers your file, it also changes the name of the file. Your file name is now {your filename}.ASCII. For example, if you named your report

.d2/myreport

its new name is

.d2/myreport.asci

When you're ready to load your report for use with Apple Writer III, start up Apple Writer III, press [L], and type its full name. For instance, if the name of your report is MYREPORT, type

.d2/myreport.asci

How to Use Quick File With WPL


You can use information from Quick File records to personalize Apple Writer III form letters. The steps are similar to those used to create form letters with names and addresses from Mail List Manager files:

1. Transfer the information from Quick File to Apple Writer III by printing the report to an Apple III disk.
2. Create your own form letter and save it in a file named MLMLETTER.
3. Run the MAILLIST program, which uses the names and addresses in MLMDATA and the letter in MLMLETTER to create form letters.

Only Quick File reports in labels format (horizontal, like mailing labels) can be used to make form letters.

Creating MLMDATA From a Quick File Report

Follow these steps to create an MLMDATA file:

1. Start up Quick File and select or create a report. The report must have a labels-style format.
2. From the Report Format display, press  if you need to change any printer options.
3. Go to the Print the Report display and type 4 to print your file to a SOS-formatted disk.
4. Insert a SOS-formatted disk in drive 2.
5. When the program asks you for a filename, type

.d2/MLMDATA

and press **RETURN**.

You'll see



```
Writing
.d2/mlmdata.ASCII.....
```

while the file is being printed to the disk. When the disk lights go off, the whirring stops, and the Report Format Menu appears on the display, your file has been printed to the disk.

When Quick File prints a file to disk, it adds `.ASCII` to the filename. Your file is now called

`mlmdata.asci`

By the Way:

If you want to transfer more than one file, do one of these things:

- transfer each MLMDATA file to a different disk
- erase the original MLMDATA and reuse the disk to transfer a new MLMDATA file
- rename each MLMDATA file, using Apple Writer III's SOS Command Menu, [O].

When you want to use MLMDATA to create form letters, follow these steps:

1. Start up Apple Writer III.
2. Press [O]B and rename MLMDATA.ASCII to MLMDATA.
3. Load MLMLETTER from your Apple Writer III system disk. To do so, press [L], type
`.d1/MLMLETTER`
and press `(RETURN)`.
4. Edit MLMLETTER to create your own form letter.
5. Specify the report information (categories, lines, and/or records) that you want to include in your form letter. Type `(field)`, including the field number within the parentheses at the place in your form letter where you want the corresponding report category to appear. For example, type
`(field1)`

Category 1 in your Quick File report is the same as `(field1)` in your form letter.

For example, if LASTNAME is category 1 in your Quick File report, it becomes `(field1)` in your form letter.

Warning

You must type the parentheses around `(field1)`. If you forget the parentheses, Apple Writer III will assume that *field1* is part of your text.

Report line 1 in Quick File becomes (line1) in the form letter, so type

(line1)

in the form letter where you want report line 1 to appear.

Likewise, type

(record)

in the form letter where you want a complete record to appear.

6. Erase (label) in the form letter.
7. Insert the disk that contains your MLMDATA file in drive 2 and save your revised form letter as MLMLETTER on this disk.
8. Go to the Apple Writer III Print Command Menu and set the print and format commands. Make sure the printer is turned on and ready to print.
9. Make sure that the Apple Writer III system disk is in the built-in drive. Then run the MAILLIST program by pressing [P], typing
do .dl/maillist
and pressing RETURN.
10. When you see
Name of Apple III volume
type the name of the disk or disk drive that contains your MLMDATA file, and press RETURN. Your form letter, complete with the specified record information you transferred from Quick File, is then printed.

Using the Numeric Keypad for Commands

This appendix tells you how to

- set up the numeric keypad to use the functions provided in GLOS.KEYPAD
- reconfigure the keypad with functions you choose
- automatically set up the keypad whenever the system disk is started up
- keep the keypad functions in any glossary file you create.

By the Way: You already know how to create a glossary using the numeric keypad. Chapter 3, “Programming the Numeric Keypad for Frequently Used Definitions,” explains how.

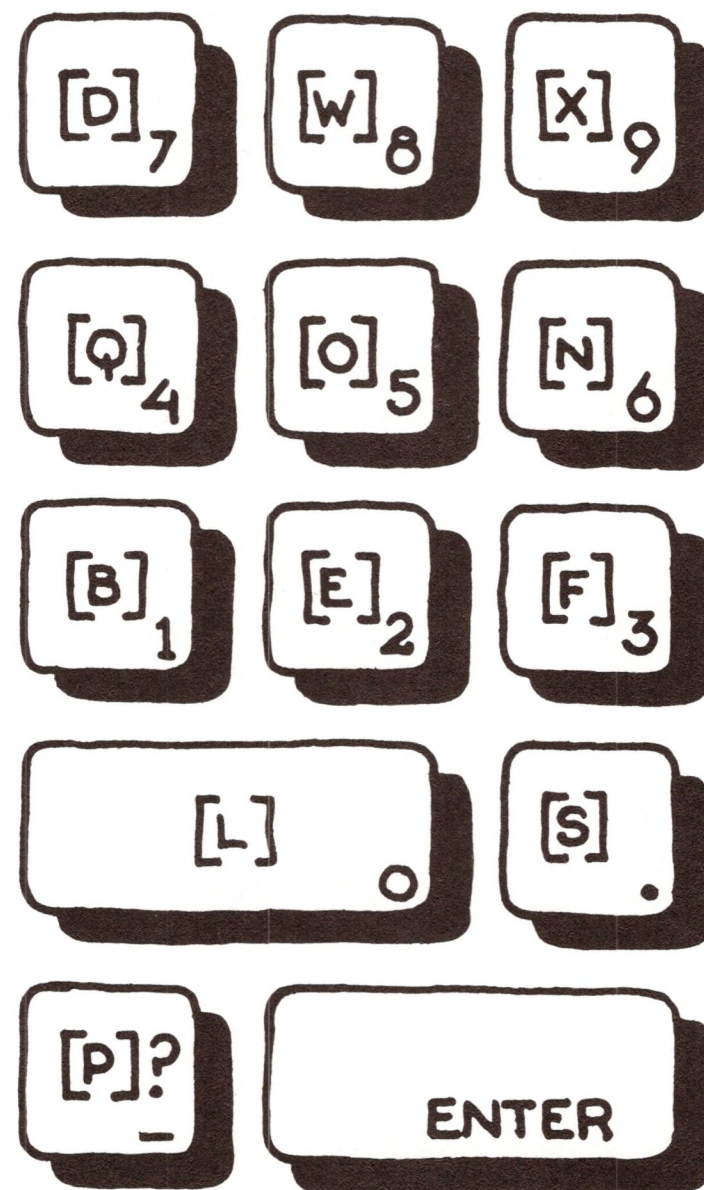
Setting Up the Numeric Keypad

You can configure the numeric keypad of the Apple III keyboard so that single keystrokes will execute Apple Writer III commands. For this purpose, a text file called GLOS.KEYPAD is provided on the Apple Writer III system disk. When you load GLOS.KEYPAD into the glossary buffer, the numeric keypad becomes a set of 12 function keys. When you press one of the keys, the Apple III performs an Apple Writer function.

The GLOS.KEYPAD File

Figure C-1 shows the numeric keypad functions as set up by GLOS.KEYPAD.

Figure C-1. The Numeric Keypad Functions





Load GLOS.KEYPAD as a glossary by pressing [Q], then E. The screen will ask for a filename. Type

```
.d1/glos,keypad
```


The keys of the numeric keypad are now set up to execute the Apple Writer commands listed in Table C-1.

Table C-1. Apple Writer Commands
From the Numeric Keypad

A small capital is used to differentiate keys on the numeric keypad from keys on the main keyboard, as in [Ⓚ]8 and [Ⓚ]9.

Key	Command	What It Does
Minus Sign ([Ⓚ] -)	[P]?	Displays Print Command Menu.
Zero ([Ⓚ] 0)	[L]	Loads the file you specify.
Period ([Ⓚ] .)	[S]	Saves the file you specify.
[Ⓚ] 1	[B]	Puts cursor at beginning of document.
[Ⓚ] 2	[E]	Puts cursor at end of document.
[Ⓚ] 3	[F]	Finds the text you specify.
[Ⓚ] 4	[Q]	Displays Additional Functions Menu.
[Ⓚ] 5	[O]	Displays SOS Command Menu.
[Ⓚ] 6	[N]	Gets the option to clear memory.
[Ⓚ] 7	[D]	Changes direction of arrow on data line.
[Ⓚ] 8	[W]	Depending on the direction arrow, deletes or retrieves words. When used with  , copies words.
[Ⓚ] 9	[X]	Depending on the direction arrow, deletes or retrieves paragraphs. When used with  , copies paragraphs.

All these commonly used Apple Writer commands are now conveniently grouped together in one place. And you can use **ENTER** on the keypad just as you use **RETURN**. **ENTER** acts exactly the same as **RETURN**. This means that for commands that require you to press **RETURN**, such as the command that displays the Print Command Menu, you can use **ENTER** after pressing the function key.

By the Way: Notice that  works with [Ⓚ]8 and [Ⓚ]9 on the keypad to copy text without deleting it!

Template for the Keypad

Included in your Apple Writer III package is a plastic template that fits around the numeric keypad. The default commands are printed on one side of the template. The other side is blank, and if you modify the default functions or set up a glossary with your own functions, you can write those functions on the blank side of the template.



Warning

Once you have set up the keypad with functions, do not attempt to use the numeric keypad to enter numbers. If you do, you will perform editing commands instead. To enter numbers, use the number keys on the top row of the main keyboard.

Notice, however, that [K7], which controls scrolling on the display, and [K5], which turns the screen off and on, function normally.

Changing the Numeric Keypad Default File

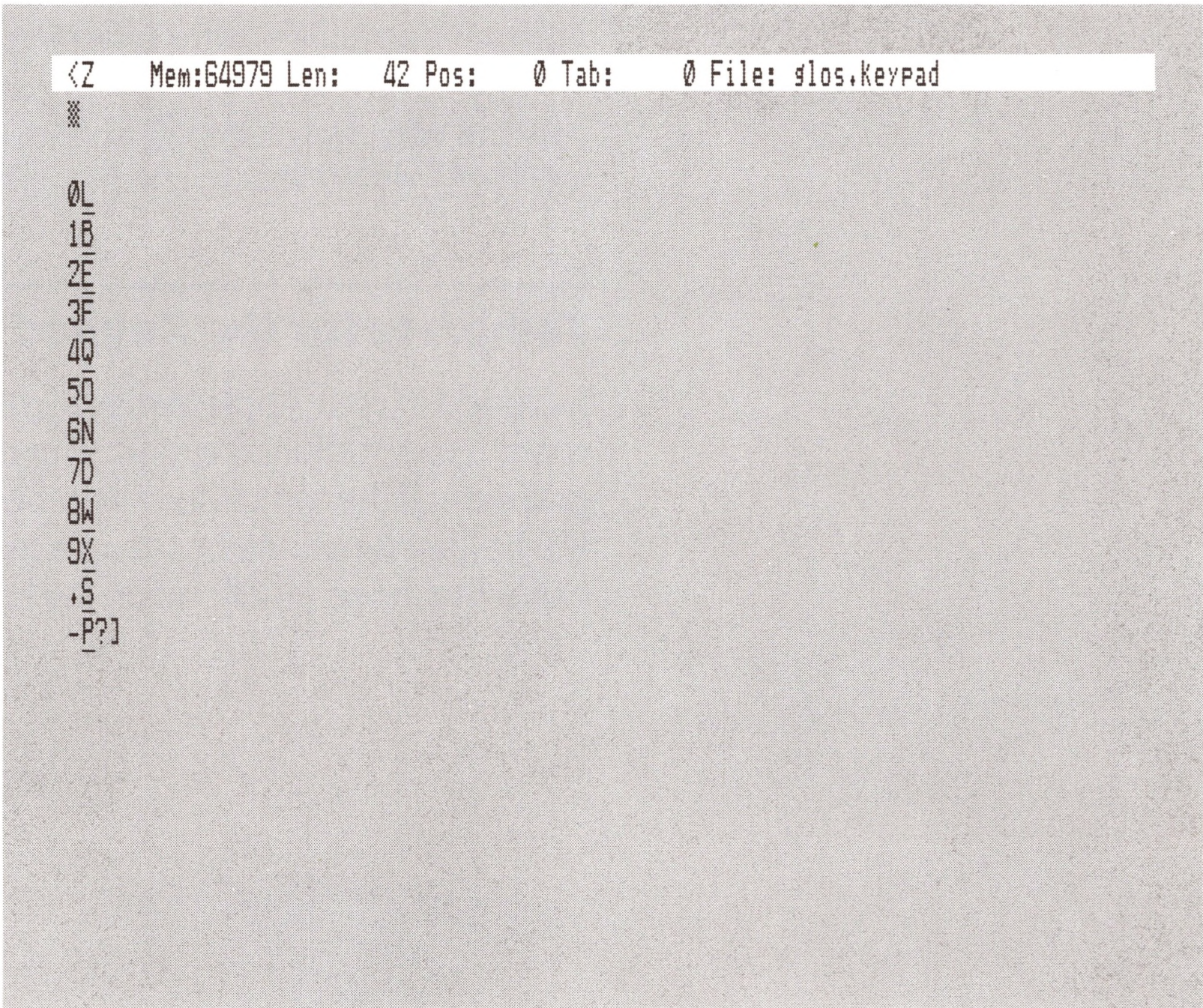
Perhaps you are accustomed to using the Vanilla Company Word Processor, which had a different layout on the numeric keypad, and K6 reformed paragraphs on that machine, so you would like to reassign the functions on your numeric keypad.

It's easy! Just edit the keypad file as you would any glossary file. Move the numbers and commands around. Remember to use [V] to insert control characters into the document and to turn off [V] after the control character is inserted. You already know that each glossary entry must be on a separate line immediately after `(RETURN)`.

Load the GLOS.KEYPAD file as if it were an ordinary text file by pressing [L] and then typing `.d1/glos.keypad`. You can now edit this glossary just like any other document. Figure C-2 shows the glossary that assigns meanings to the numeric keypad.

For more information, see Chapter 3, "Making and Using a Glossary".

Figure C-2. The GLOS.KEYPAD Default File



For example, you might want to add Y for “Yes” as part of the clear memory function (K6). Then after you press K6, you will only need to press RETURN or ENTER to clear memory.

To add Y to the K6 function, edit the glossary as you would any Apple Writer document. Then, when you have loaded this revised glossary with [Q]E, if you press K6 by mistake, use CONTROL-← to delete the command before you press RETURN. Memory won’t be cleared, and you will be returned to the document for more editing.

If you are a daring soul and as sure-fingered as a donkey is footed, you can add RETURN (as a right bracket,]), and K6 will clear memory without further action on your part. We don’t recommend this procedure. It’s too easy to lose a document this way.

By the Way: You can mix the command functions with regular glossary terms. Suppose, for example, you are working on that big Hollywood script that requires frequent changes in formatting—one set of margins for business, one set for dialog, one set for business inside dialog, and another for character’s names. These margins can all be assigned to four of the least-used keys on the keypad, and one key will then insert the proper formatting commands into the document.

Don’t forget that these functions can be assigned to any key in conjunction with ⌘. See Chapter 3, “Programming the Numeric Keypad for Frequently Used Definitions” for detailed information on setting up the definitions. ⌘ (or [G]) can be used with longer commands, too, such as loading tab files or running Apple Speller.

You can assign the keys of the numeric keypad more complex tasks as well. Suppose you want K- to execute a WPL program like COUNTER instead of displaying the Print Command Menu. Follow these steps:

1. Load GLOS.KEYPAD using [L].
2. Move the cursor to the line that begins with a hyphen (-).
3. Delete everything on that line after the hyphen. Enter control-character insertion mode by pressing [V]. Type [P], and leave control-character insertion mode (press [V] again). Then type
`do.d1/counter]`
4. Make sure the Apple Writer III system disk is in the built-in drive, then save the edited file with a new name.

Now after you load this glossary, pressing K- will automatically run the COUNTER program.



Warning

When you run COUNTER, the program clears memory. Be sure to save your current document before running the program!

If you create your own set of keypad functions in a glossary, save the glossary with a new name on a disk other than the system disk.

Suggested Custom Keypad Functions

Here is a list of special numeric keypad functions. Remember that you must assign the function to a key that it not already being used in the particular glossary.

Function	The Command	How It Is Displayed
Run Apple Speller	[Q]K]	<u>Q</u> K]
Display Catalog	[O]A]	<u>O</u> A]
Set Prefix	[O]H] prefix]	<u>O</u> H] prefix]
Load From Drive 2	[L] + d2	<u>L</u> + d2

For more information, see “How to Put CONTROLV in a Glossary” and “Creating a Glossary in the Glossary Buffer.”

Remember: The control characters must be embedded in a glossary. If you’re creating the glossary in the text buffer, use the CONTROLV file; if you’re creating it in the glossary buffer, use [V] (control-character insertion mode).

Type a right bracket (]) in place of RETURN in glossaries.

Combining Glossaries

Load GLOS.KEYPAD, move the cursor to the end and load whatever other glossary you wish. Be sure you do not use the same character to represent different terms inside the same glossary. Edit your new glossary so that a character is used only once. If you have two definitions represented by the same character and one of them is a keypad definition, change the character for the definition that isn’t on the keypad. Save the new, bigger glossary under a new name.

For example, you could merge the glossary named SPECIAL with GLOS.KEYPAD in one file. Or you could add any other glossary onto the end of the basic GLOS.KEYPAD glossary. That way, whenever a glossary is loaded, GLOS.KEYPAD will be there.

Starting Up With the GLOS.KEYPAD File

To put the GLOS.KEYPAD file into the glossary buffer automatically when you start Apple Writer III, rename the file named START to STARTUP.

If you have customized the GLOS.KEYPAD file and saved it with a different name, be sure to replace the name *GLOS.KEYPAD* with the new name in the START file.

Here's how to do it. Load START into memory. Edit it by changing the file name from GLOS.KEYPAD in line 3 to your glossary's name. Save the revised START under the name STARTUP on your Apple Writer III system disk.

Notice that the file named START will also load the standard character set (light on dark characters).

The advantage of having GLOS.KEYPAD as part of STARTUP is that whenever you turn on the Apple III with the Apple Writer III system disk in the built-in drive, the keypad functions will be loaded automatically, saving you the steps of loading it yourself.

Recovering From Errors

For information about WPL error messages, see the *Apple Writer III Word Processing Language* manual.

For more information and an explanation of other error messages, see the *Apple III Owner's Guide*.

This appendix tells you how to recover if you get a SOS (Sophisticated Operating System) error message.

SOS Error Messages and How to Recover

Here is a list of some common SOS error messages and how to recover from what caused the message.

Message	How to Recover
DIRECTORY FULL	The disk contains the maximum number of files it can hold. Save the file to another disk.
FILE ACCESS ERROR	This means that the file is locked. First check to make sure that you want to write over the contents of this file. If you do, press [O]D and type the name of the file to unlock. Then, try to save to the file again.
FILE NOT FOUND	Try again, taking particular care to type and spell the name of the file correctly. (Make sure you've specified the drive number, if necessary.) If you still receive this message, use the catalog command ([O]A) to make sure the file is on the disk.

I/O ERROR

Make sure that the disk is inserted properly in the drive and that the drive door is closed. Then try again.

VOLUME FULL

Part of the document that you were saving when you got this message has been saved on the disk, part has not.

To recover, get rid of the partial document by deleting it from the disk (use [O]E). Then save the document in a file on another disk.

VOLUME NOT FOUND

You probably switched disks in a drive but forgot to specify a new disk name (also called a *volume*) when saving or loading a document. If you switched disks, type the name of the new disk when saving or loading from it. Also make sure the disk drive door is closed.

WRITE PROTECT

First make sure that you want to write to this disk. If so, remove the write-protect tab from the disk, and try again. (If the disk does not have a write enable notch, copy the files that are on it onto another disk that has one. Then write to this unprotected disk.)

List of Apple Writer III Files

Files on the Apple Writer III System Disk

These are the files on the Apple Writer system disk, AW3MASTER:

Filename	What It Is/Does
ADDRS	Address list; used by AUTOLETTER program to make form letters.
AUTOLETTER	WPL program; prints form letters, using the letter contained in the FORMLETTER file and the addresses contained in the ADDRS file.
AUTOPRINT	WPL program; prints several files in succession.
CONTPRINT	WPL program; prints the contents of several files together as one document.
CONTROLV	Embeds a [V] in a glossary.
CONVERT	WPL program; converts Apple Writer 1.1 embedded print commands to Apple Writer III embedded print commands.
COUNTER	WPL program; counts number of words in a document.

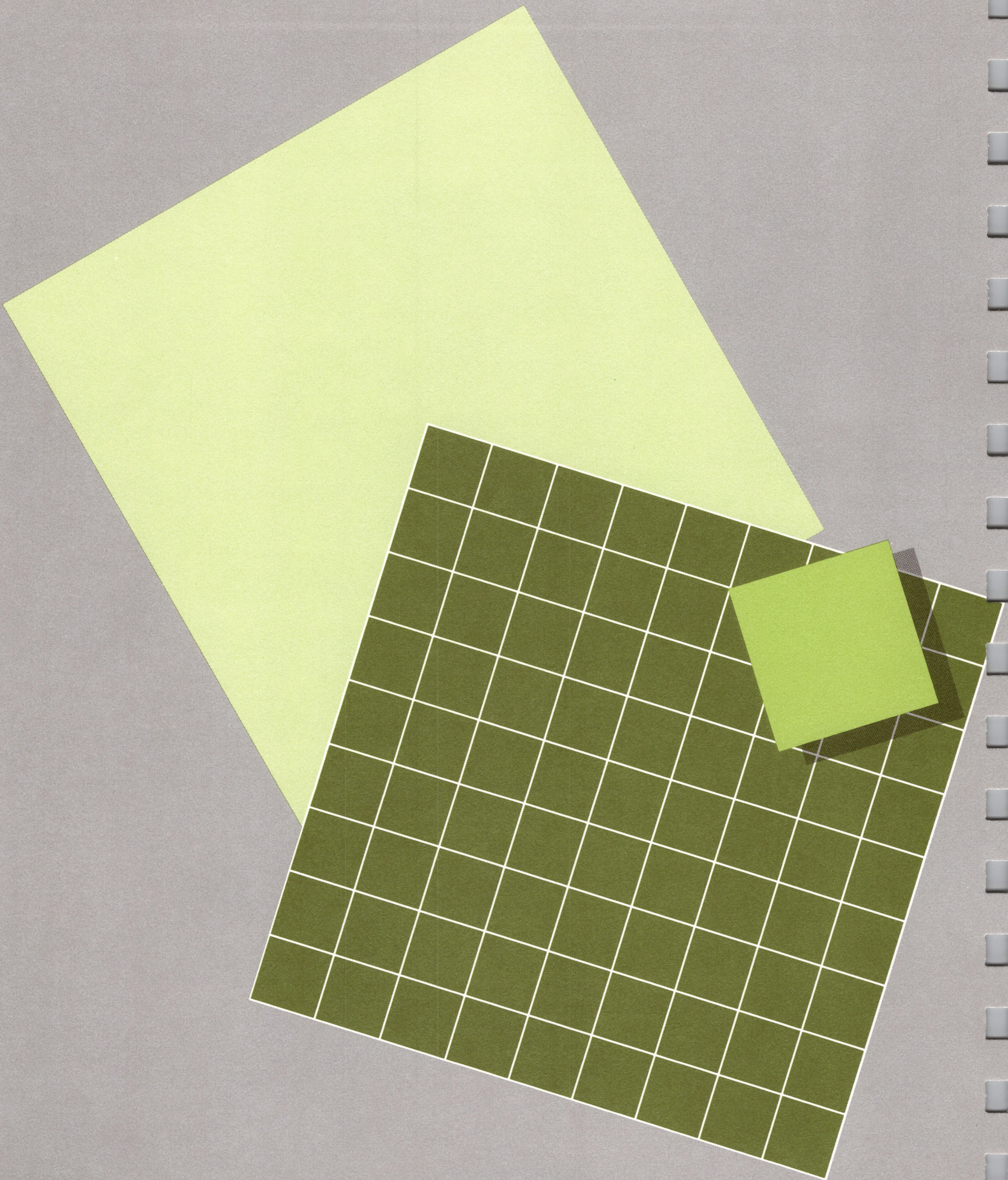
DEMOLIB	Subdirectory; contains the demonstrations used in “Advanced Techniques” in Chapter 2.
DEMOS	WPL program; runs the demonstrations in “Advanced Techniques” section of Chapter 2.
FORMLETTER	Sample letter; used by AUTOLETTER program to make form letters.
GLOS.KEYPAD	Contains sample glossary of functions for numeric keypad, explained in Appendix C.
GOTHIC.CHR	Displays text in the Gothic character style.
HELP	WPL program; displays the Help Screen Menu.
HS	Subdirectory; contains the help screens.
INVERSE.CHR	Displays text in the Inverse (dark on light) character style.
LEASE	Document used in “Split Display” exercise in Chapter 2.
MAILLIST	WPL program; generates form letters, using names and addresses from Mail List Manager files.
MLMLETTER	Sample form letter; used by MAILLIST program.
MOTTO	Document used in “Find and Replace” in Chapter 2.
MOVER	WPL program; transfers files from one disk to another.

PAPERSAVER	Sample memo; used in “Basic Editing” exercises in Chapter 2.
PRINTIT	WPL program created by AUTOPRINT and CONTPRINT programs.
REFERENCE	Document used in “Split Display” exercise in Chapter 2.
SLANT.CHR	Displays text in the Slant character style.
SOS.DRIVER	File of device drivers used by the operating system.
SOS.INTERP	The Apple Writer program.
SOS.KERNEL	The Sophisticated Operating System (SOS).
SPECIAL	Glossary of special printer commands for Apple Dot Matrix and Daisy Wheel printers.
STANDARD.CHR	Displays text in the Standard (light on dark) character style.
START	WPL program; loads glossary from GLOS.KEYPAD file.
STOP.CHR	Displays text in the Stop character style.
SYS.TAB	Contains standard tab positions.
SYS.PRINT	Contains standard print value settings.

Files on the Apple Writer III Utilities Disk

These are the files on the Apple Writer Utilities disk:

Filename	What It Is/Does
SOS.DRIVER	File of device drivers used by the operating system.
SOS.INTERP	The Pascal operating system.
SOS.KERNEL	The Sophisticated Operating System (SOS).
SYSTEM.LIBRARY	File used by Pascal operating system.
SYSTEM.MISCINFO	File used by Pascal operating system.
SYSTEM.PASCAL	File used by Pascal operating system.
SYSTEM.STARTUP	The Apple Writer utilities program.
ADDRS2 BODY FORMLETTER2 HEADING WPL.AGE WPL.AUTOLETTER2 WPL.CALC WPL.MEMOPRT WPL.MENU WPL.NUMBER WPL.PRTVAL WPL.WRITE	Sample WPL programs used in the <i>Apple Writer III Word Processing Language</i> manual.



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Apple III

Apple Writer III

Alphabetical List of Commands



Control Characters

Command

What It Does

[B]

Moves cursor to *beginning* of document.

[C]

Turns on *case change* mode.

[D]

Sets *direction* of arrow on data line.

[E]

Moves cursor to *end* of document.

[F]/ word/

Finds word.

[F]/ word/ new word/

Finds word and replaces with new word.

[F]/ word/ new word/ A

Replaces all words with new words *automatically*.

[F]=

Resumes previous find command.

[G]?	Adds definition to <i>glossary</i> .
[G]*	Purges all glossary definitions in the buffer.
[J]	<i>Jumps</i> to character(s) as they are typed.
[L] name of file	<i>Loads</i> document from named file.
[L]=	<i>Loads</i> document from file named on the data line.
[L]filename! marker! marker!	<i>Loads</i> text from the named file between and including the markers.
[L]filename! ! last marker!	<i>Loads</i> text from the named file from beginning of the text to the marker.
[L]filename! first marker!	<i>Loads</i> text from the named file from the marker to the end of the document.
[L]filename! marker! marker! A	<i>Loads</i> all parts specified by the markers <i>automatically</i> .
[L]filename! marker! marker! N	<i>Loads</i> all parts specified by the markers, but with <i>no</i> markers.
[L]#	<i>Loads</i> another copy of what is in memory.
[L]filename\	Displays a copy of the named file without loading it into memory.
[N]Y	Clears memory for a <i>new</i> document.

[O]A	Displays the catalog of the files on the specified disk.
[O]A#	Loads a copy of the catalog into memory for printing or editing.
[O]B	Renames specified file.
[O]C	Locks specified file.
[O]D	Unlocks specified file.
[O]E	Deletes specified file.
[O]F	Creates subdirectory.
[O]G	Sets time and date.
[O]H	Sets prefix.
[P]?	Displays Print Command Menu.
[P]	Accesses print and format commands.
BL	Prints <i>bottom line</i> , or footer.
CJ	<i>Center justifies</i> text.
CP	<i>Continues printing</i> contents of next file.
CR	Sets whether <i>carriage return</i> includes a line feed.
DD program name	<i>Does</i> (runs) a WPL program.
FJ	<i>Fill justifies</i> text.
LI	Sets <i>line interval</i> (single, double, triple spacing).

LJ	<i>Left justifies</i> text.
LM	Sets the <i>left margin</i> .
NP	Starts <i>new printing</i> of a document.
PD	Sets <i>print destination</i> .
PI	Sets <i>page interval</i> (number of lines per page).
PL	Sets number of <i>printed lines</i> on a page.
PM	Sets the <i>paragraph margin</i> .
PN	Sets <i>page number</i> of first page printed.
RJ	<i>Right justifies</i> text.
RM	Sets the <i>right margin</i> .
SP	Sets the printer for <i>single pages</i> or continuous forms.
TL	Prints a <i>top line</i> , or header.
UT	Sets character to be used as <i>underline token</i> .
.EP	Embedded command that <i>enables printing</i> of part of a document.
.FF	Embedded command that breaks pages with a <i>form feed</i> .
.IN	Embedded command that lets you insert a message that waits for <i>input</i> in the form of a RETURN .
[Q]A	Loads tab settings from a file.

[Q]B	Saves tab settings in a file.
[Q]C	Loads print values from a file.
[Q]D	Saves print values in a file.
[Q]E	Loads glossary definitions from a file.
[Q]F	Saves glossary definitions in a file.
[Q]G	Displays <code>RETURN</code> s.
[Q]H	Loads different character styles.
[Q]I	Turns on typewriter mode.
[Q]J	Quits Apple Writer.
[Q]K	Runs Apple Speller program.
[Q]L	Runs Apple Speller Utilities program.
[Q]M	Sets pathname for Apple Speller.
[R]	Lets you <i>replace</i> text by typing over it.
[S] name of file	Saves document in named file.
[S]=	Saves document in file named on data line.
[S]filename! last marker!	Saves part of document (cursor acts as first marker).
[S] name of file +	Saves document in memory onto end of named file.
[T]C	<i>Clears tab</i> set at cursor position.
[T]P	<i>Purges</i> all tab settings.

[T]S

Sets tab at cursor position.

[V]

Lets you insert control characters in text.

[W]

When direction arrow is <, deletes a *word*.
When direction arrow is >, retrieves a *word*.

[X]

When direction arrow is <, deletes a *paragraph*.
When direction arrow is >, retrieves a *paragraph*.

[Y]Y

Splits the display.

[Y] RETURN

Activates cursor in other display.

[Y]N

Restores single display.

[Z]

Turns word wraparound on and off.

Function Keys

ESCAPE

Toggles data line: on, off, and tab positions.

↑

Moves cursor up one line.

↓

Moves cursor down one line.

←

Moves cursor left one character.

→

Moves cursor right one character.

SHIFT - ↑

Moves the cursor up 12 lines.

SHIFT-↓

Moves the cursor down 12 lines.

SHIFT-←

Moves the cursor left one word.

SHIFT-→

Moves the cursor right one word.

CONTROL-←

Deletes a character.

CONTROL-→

Retrieves character last deleted.

⌘-?

Gets Help Screen Menu.

⌘ [W] (when direction arrow is <)

Copies word into buffer without deleting it.

⌘ [X] (when direction arrow is <)

Copies paragraph into buffer without deleting it.

⌘-TAB

Moves cursor to next position in which tab is set.

⌘-character

Inserts glossary definition represented by character into text.

TAB

Inserts spaces to next position in which tab is set.

Other Commands

\text\

When the underline token is the backslash, underlines *text*.

(<text>)

Prints *text* as a footnote.









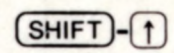
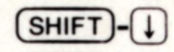
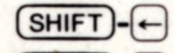
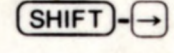
#

Prints page numbers when # is in TL (top line) or BL (bottom line).

Apple III

Apple Writer III Commands Listed Alphabetically by Keyword



Case Change Mode	[C]	Then use  and  to move cursor over text to change.
Carriage Return	[Q] G	
Catalog	[O] A [O] A#	Displays catalog of default disk. Puts a copy of the catalog in memory (for printing).
Character Style	[Q] H	Then type the style you want to display.
Clear Memory	[N] Y	
Control-Character Insertion Mode	[V]	
Copy Text	 [W] (with direction arrow <)	Copies word into buffer.
	 [X] (with direction arrow <)	Copies paragraph into buffer.
Create Subdirectory	[O] F	
Cursor Movement	       	Moves cursor up. Moves cursor down. Moves cursor left. Moves cursor right. Moves cursor up 12 lines. Moves cursor down 12 lines. Moves cursor left one word. Moves cursor right one word.
	[B]	Moves cursor to beginning of document.
	[E]	Moves cursor to end of document.

Data Line	ESCAPE	Switches between on, off, and tab positions.
Delete and Retrieve	CONTROL-←	Deletes character.
	[W] (with direction arrow <)	Deletes word.
	[X] (with direction arrow <)	Deletes paragraph.
	CONTROL-→	Retrieves character.
	[W] (with direction arrow >)	Retrieves word.
	[X] (with direction arrow >)	Retrieves paragraph.
Delete File	[O] E	
Direction Arrow	[D]	Changes direction from < to > and vice versa.
Find and replace	[F] /word/	Finds <i>word</i> .
	[F] /word/new word/	Finds <i>word</i> , replaces with <i>new word</i> .
	[F] /word/new word/A	Replaces all <i>words</i> with <i>new words</i> .
	[F] =	Resumes previous find command.
Glossary	[G] character	Gets definition represented by character.
	[G] ?	Sets definition.
	[G] *	Purges all definitions.
	[Q] E	Loads glossary from file.
	[Q] F	Saves glossary in file.
Help	Ⓢ-?	
Insert	Just start typing.	
Jump	[J]	Jumps to characters as you type them.
Load	[L] name of file	Loads document from named file.
	[L] =	Loads document named on data line.
	[L] file!marker!marker!	Loads part of document
	[L] file!!last marker!	Loads from beginning to marker
	[L] file!first marker!	Loads from marker to end.
	[L] file!marker!marker!A	Loads <i>all</i> parts automatically.
	[L] file!marker!marker!N	Loads parts without markers.
	[L] #	Loads from memory.
	[L] name of file \	Allows you to peek at a document.
Lock file	[O] C	
Print Command Menu	[P] ?	Displays menu; accesses commands.
Print Values	[Q] C	Loads print value file.
	[Q] D	Saves print value file.
Print Commands		(Also see "Printing and Formatting" at end of card.)
	[P]	Accesses print and format commands.
		(Also see "Printing and Formatting" at end of card.)

Quit	[Q] J	
Rename File	[O] B	
Replace Mode	[R]	
Save	[S] name of file [S] = [S] file!!last marker! [S] name of file +	Saves document in named file. Saves document named on data line Saves part of document (cursor is first marker). Saves document in memory onto end of named document.
Set Prefix	[O] H	Specifies default disk.
Set Time & Date	[O] G	
SOS Command Menu	[O]	
Speller	[Q] K [Q] L [Q] M	Runs Apple Speller. Runs Apple Speller utilities. Sets pathname for Apple Speller.
Split Display	[Y] Y [Y] RETURN [Y] N	Splits display. Activates cursor in other display. Restores single display.
Tab	TAB ⌘-TAB	Inserts spaces to next tab position. Moves cursor over text to next tab position.
	[T] C [T] P [T] S	Clears tab at cursor's position. Purges all set tabs. Sets tab at cursor's position.
	[Q] A [Q] B	Loads tabs from a file. Saves tabs in a file.
Typewriter Mode	[Q] I	
Unlock	[O] D	
Wraparound	[Z]	

Printing and Formatting

Break Pages	.FF	
Destination for Printing	PD	
Footnotes	(<text>)	Prints text as footnote.
Headers and Footers	BL /left part/center part/right part/ TL /left part/center part/right part/	
Insert Message	.IN	Printer stops, displays message, and waits for you to press RETURN .
Comment	.text of comment	Comment only displayed in editing.
Justification	LJ FJ CJ RJ	Left justifies document. Fill justifies document. Center justifies document. Right justifies document.
Margins	LM RM PM	Sets left margin. Sets right margin. Sets paragraph margin.
Page Numbering	# PN	(in TL or BL statement)
Printing	NP CP .EP	Prints all of the document in memory. Prints several documents as one. Prints part of a document.
Run WPL Program	[P] DO name of program	
Setting Up for Printer	CR SP PI	Turns line feeds on or off. Sets up for single-sheet or fanfold paper. Sets number of lines per page.
Underline	UT character \text\	Changes underline token to character. Underlines text when UT is \.
Vertical Format	PL LI	Sets number of printed lines per page. Sets line interval: single, double, or triple spacing.




Apple III

Apple Writer III Commands Listed by Function

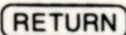
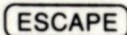


Basic Editing Commands

Help	⌘-?	
Cursor Movement	↑ ↓ ← → SHIFT-↑ SHIFT-↓ SHIFT-← SHIFT-→ [B] [E]	Moves cursor up. Moves cursor down. Moves cursor left. Moves cursor right. Moves cursor up 12 lines. Moves cursor down 12 lines. Moves cursor left one word. Moves cursor right one word. Moves cursor to beginning of document. Moves cursor to end of document.
Insert	Just start typing.	
Set Direction	[D]	
Delete	CONTROL-← [W] (with direction arrow <) [X] (with direction arrow <)	Deletes character. Deletes word. Deletes paragraph.
Retrieve	CONTROL-→ [W] (with direction arrow >) [X] (with direction arrow >)	Retrieves character. Retrieves word. Retrieves paragraph.
Copy	⌘ [W] (with direction arrow <) then [W] (with direction arrow >) Copies word. ⌘ [X] (with direction arrow <) then [X] (with direction arrow >) Copies paragraph.	
Move	[W] (with direction arrow <) then [W] (with direction arrow >) Moves word. [X] (with direction arrow <) then [X] (with direction arrow >) Moves paragraph.	

Type-over	[R]	Replaces text.	
Find and replace	[F] /word/		Finds <i>word</i> .
	[F] /word/new word/		Finds <i>word</i> , replaces with <i>new word</i> .
	[F] /word/new word/A		Replaces all <i>words</i> with <i>new words</i> .
	[F] =		Resumes previous find command.
Jump	[J]		
Tab			Inserts spaces to next tab position.
	 - 		Moves cursor over text to next tab position.
	[T] C		Clears tab at cursor's position.
	[T] P		Purges all set tabs.
	[T] S		Sets tab at cursor's position.
Glossary	[Q] A		Loads tabs from a file.
	[Q] B		Saves tabs in a file.
	[G] character		Gets definition represented by character.
	[G] ?		Sets definition.
	[G] *		Purges all definitions.
	[Q] E		Loads glossary from a file.
	[Q] F		Saves glossary in a file.

Changing How It Looks on the Display

Wraparound	[Z]	
Split Display	[Y] Y	Splits display.
	[Y] 	Activates cursor in other display.
	[Y] N	Restores single display.
Data Line Display		Switches between on, off, and tab positions.
Carriage Return	[Q] G	
Character Style	[Q] H	Then type the name of the style to display.

Miscellany

Case Change [C]

Then move cursor with \rightarrow and \leftarrow .

Insert Control Characters [V]

Typewriter Mode [Q] I

Quit [Q] J

Apple Speller [Q] K

Speller Utilities [Q] L

Speller Pathname [Q] M

Clearing Memory, Loading, and Saving

Clear Memory [N] Y

Load [L] name of file Loads named file.
[L] = Loads file named on data line.

[L] name of file!beginning marker!ending marker! Loads part of file

[L] name of file!!ending marker! Loads from beginning to marker

[L] name of file!beginning marker! Loads from marker to end.

[L] name of file!beginning marker!ending marker!A Loads all parts automatically.

[L] name of file!beginning marker!ending marker!N Loads parts without markers.

[L] # Loads from memory.
[L] name of file \ Loads to display buffer.

Save [S] name of file Saves named file.
[S] = Saves file named on data line.

[S] name of file!ending marker! Saves part of document from cursor to ending marker.

[S] name of file + Saves document in memory onto end of named file.

SOS Commands

Catalog	[O] A	Displays catalog.
	[O] A# then print with [P]NP	Prints catalog.
Rename	[O] B	
Lock & Unlock	[O] C	Locks named file.
	[O] D	Unlocks named file.
Delete File	[O] E	Deletes named file.
Create Subdirectory	[O] F	
Time & Date	[O] G	
Prefix	[O] H	

Printing and Formatting Commands

Setting Up for Printing	[P] ?	Displays Print Command menu and accesses print and format commands.
	[P]	Accesses print and format commands.
	PD.PRINTER	Prints to Apple Daisy Wheel Printer.
	PD. SILENTYPE	Prints to Silentye.
	PD. PARALLEL	Prints to Apple Dot Matrix Printer.
	PD. CONSOLE	Prints formatted copy to display.
Printing	PDname of file	Prints formatted copy to named file.
	CR	Sets whether carriage return includes a line feed.
	SP	Sets up for single sheets or fanfold paper.
	PI	Sets number of lines per page.
	[P] NP	Prints document in memory.
	CP	Prints document and continues page numbering and line counting from last document.
Underline	␣	Stops printer.
	\text\	Underlines <i>text</i> .
	[P] UT	Specifies character to be used as underline token.
Margins	[P] LM	Sets left margin.
	RM	Sets right margin.
	PM	Sets paragraph margin.

Headers and Footers	[P] BL	Prints footer.
	TL	Prints header.
Numbering Pages	# (in TL or BL statement)	Prints current page number.
	[P] PN	Sets page number for first page printed.
Justify Text	[P] LJ	Left justifies text.
	FJ	Fill justifies text.
	CJ	Center justifies text.
	RJ	Right justifies text.
Change Vertical Format	[P] PL	Sets number of printed lines per page.
	LI	Sets single, double, or triple spacing.
Break Pages	.FF	Issues a form feed.
Print Part	.EP	Enables printing part of a document.
Insert Message	.IN	Printer stops, displays message, and waits for you to press <u>RETURN</u> .
Comment	.text of comment	Comment only displayed in editing.
Format Footnote	(<text>)	Prints <i>text</i> as footnote.
Save & Load Print Value File	[Q] C	Loads print values from a file.
	[Q] D	Saves print values in a file.
Run WPL Program	[P] DO programname	Runs named WPL program.

Apple III

Apple Writer III Vital Statistics Card



Defaults

Standard Delimiter	!
Underline Token	\
Tabs	every eight spaces
Print Values	LM9
	PM0
	RM79
	TM1
	BM1
	PL58
	PI66
	LI0
	LJ
	TL (blank)
	BL (blank)
	PN1
	SP0
	PD.PRINTER
	CR0
	UT\

Buffer Sizes

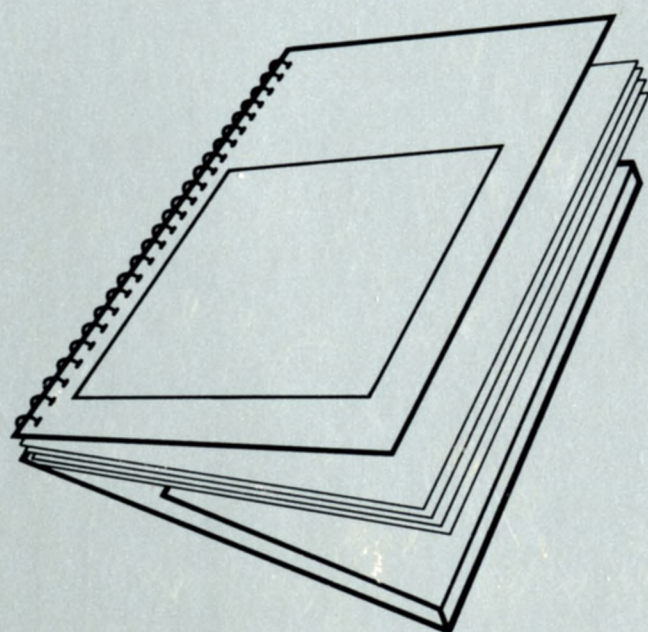
Tabs	up to 32 positions
Character Deletion	128 characters
Word & Paragraph	1024 characters
Glossary	2048 characters
Footnote	1024 characters
WPL	2048 characters



Apple III

Apple Writer III, Part II

Tuck end flap
inside back cover
when using manual.



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030-0605-A